

LEGAL MODULE

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SWSS Project

USER REQUIREMENTS

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1 INTRODUCTION

1.1 Purpose

The purpose of the legal section is to keep a history of the petitions submitted to the Court, related hearings and orders resulting from those hearings. History can be seen at a glance. This is more efficient than the current paper process. In addition, future hearings can be recorded. A tickler reminding the worker is generated. This is a more efficient way for the user to keep track. A notice of this hearing to the foster parent/caretaker can be pre-filled and generated. This is also a more efficient way to complete this task than the current paper process.

1.2 Target Audience

This document is intended for SWSS development staff, who will be developing a detailed design document to address the requirements listed in this document. It will also be of interest to development staff charged with maintaining the SWSS automated system.

The following personnel may also be interested:

- SWSS Trainers
- FIA Help Desk personnel
- SWSS advance users
- SWSS project staff tasked with developing the User's Guide
- Zone Children's Services Specialists
- CFS Policy Staff

2 MODULE NARRATIVE

The processes involved are case opening, display of legal history information, update of information, adding new information and transferring a case from one target group/legal status to another target group/legal status.

Opening

The Legal Section is a part of the process to make a case active in SWSS and open on CIS. The case is made active by printing an FIA-5s in the Report Generation Section. The information entered in the Legal Section to accomplish this task will vary by Target Group/Legal Status. Specific information is contained in the Requirements List.

There is a process for entering Removal Conditions. See Requirements List for specific detail.

There is an option to enter legal Representation information for each of the parties involved in the case and to record which Judge or Referee is assigned the case. This may be done while making the case active in SWSS/open on CIS or at any later time.

If this is a Foster Care case, there is an option to share legal information among the siblings if they have been made companion cases and are on the same episode. See Requirements List for further detail.

If this is a Foster Care case and the type of petition entered is termination then there is an option to refer the case to the Adoption program. This also can be done at any later time, but a termination type and date must be entered on the legal screen.

For Juvenile Justice cases, a list of those wanting victim rights notification can be kept. This list can be made at opening or at a later time. The Requirements List contains specific detail.

There is a mechanism to add information about the Next Hearing and an option to Print a Foster Parent/Caregiver Court Notification letter. See Requirements List for specific detail as to how this applies. A tickler is generated if the next hearing date and time are entered.

Display

The Legal Section displays Legal History related to Petitions and Hearings. Petitions include Legal Status, Petition Date and Petition Type. Hearing includes Hearing Date, Next Hearing and Order Type.

Update

There is a process to update information. Information is only updateable under specific circumstances. See Requirements List for specific detail.

Add New Information

There is a process to add new information. This is divided into a mechanism to add New Petition information and a mechanism to add New Hearing information. Court Order and related information resulting from a Hearing are entered under New Hearing or Update Hearing. See Requirements List for specific detail.

If there is a Commitment Order and the type of commitment is Act 296, there is an option to print a notice to Payment Reconciliation, FIA-716.

If there is a Commitment Order and the Committing County is different from the Charge County, there is an option to print a notice of this fact to Payment Reconciliation, FIA-717.

Change Target Group/Legal Status

Finally, there is a process for changing from one Target Group/Legal Status to another. Some of these can be dual Foster Care and Juvenile Justice Target Group/Legal Status. See Requirements List for specific details as to what changes any specific TG/LS may make and the process for making the change.

An example is that a change to TG/LS 43 – Court Ward Supervision Adoption will produce a closing FIA-5s for the Foster Care Program and an FIA-133a for registering the case for the Adoption Program. These are automatically produced by SWSS.

3 NAVIGATION FLOW

3.1 Screen Interaction

The flow in making a case active in SWSS and open in CIS is as follows. Required data elements and pre-fill information are detailed in the Requirements List section and will not be repeated here.

Data are pre-filled in a CPS transfer situation. The user starts at the Legal History Screen in this instance.

If this is not a CPS transfer case (e.g. Juvenile Justice, OTI, PSI and Voluntary Foster Care), a search for prior case numbers or log numbers would have been conducted at the Main Menu using the Add New process. If there is a match, the user starts at the Legal History Screen. If there is no match, the user starts at the Legal Information screen.

- Starting Point is:
 1. Legal History screen for CPS transfer
 2. Legal History screen for prior case or Log# match for non-CPS
 3. Legal Information screen for non-CPS case with no prior match
- In a CPS transfer to Foster Care case situation:
 1. On the Legal History screen, the user selects a petition and hearing.
 2. The user selects the Update process and navigates to the first Legal Information screen.
- For cases **not** transferred from CPS, and **having** a match in the search:
 1. The user selects an Add New Petition process on the Legal History screen and is taken to the first Legal Information screen.
- For cases **not** transferred from CPS and **not** having a match:
 1. The user is taken directly to first Legal Information screen upon entry to the Legal Section.
- The first Legal Information screen gathers Court Information and is the same for all three programs. (Foster Care, Juvenile Justice, Adoption) This includes fields for County of Referral, Court Indicator Code, Court of Jurisdiction, Docket# and TG/Primary Legal Status. See Requirements List for details on which elements are required.
- The second Legal Information screen gathers Petition and Order Information for all three programs but has some differences between Foster Care, Adoption and Juvenile Justice.
 1. Foster Care has a mechanism to refer the case to the Adoption Program if a termination petition is entered.
 2. Juvenile Justice has a mechanism to record Hearing Outcomes as well as Order Type.
 3. Adoption has neither 1. nor 2.
 4. See Requirements List for further detail.

- The third legal screen is different for Foster Care, Adoption and Juvenile Justice. For detail of what is required, see Requirements List. For Foster Care the following will be found:
 1. Next Hearing Date, Next hearing Time and Court Report Due can be entered.
 2. There is a checkbox to give an option to Print Foster Parent/Caregiver Court Notification Letter when the Next Court Hearing Date and Time are entered.
 3. There are three questions regarding contents of the court order(s) which must be answered: Court ordered a specific type of placement, Judicial Determination concerning child's welfare, and Judicial determination of reasonable efforts.
 4. A button to navigate to the Comments section is also found on this third screen.
 5. If on the first screen, the Target Group/Legal Status is 44 and a commitment order is entered on the second screen, then on the third screen there will be asked County of Commitment and County Charged.
 - a. If they are different, a checkbox appear to give the option to print a letter to Payment Reconciliation.
 - b. In case of Commitment, a new Acceptance Date can be entered here.
 6. If there is a commitment order entered on the second screen, there is a data field to put in the Type of Commitment.
 - a. If it is under Act 296 the checkbox to print the letter to Payment Reconciliation will appear.
 7. When this screen is complete, the user navigates to the Legal History screen.

For Adoption items 1, 2 and 3 above are found. When completed, navigation takes the user to the Legal History screen.

For Juvenile Justice:

1. Offense Code is captured.
 2. If on the first screen a TG/LS of 46 or a dual legal status which includes an Act 150 commitment was entered, this screen will allow entry of County of Commitment, County Charged, Commitment Date and Type of Commitment.
 3. In case of Commitment a new Acceptance Date can be entered here.
 4. If on the first screen the Target Group/Legal Status is 46 and a commitment order is entered on the second screen, then on the third screen there will be asked County of Commitment and County Charged.
 - a. If they are different, a checkbox appear to give the option to print a letter to Payment Reconciliation.
- Juvenile Justice has a fourth screen in the opening flow.
 1. The elements on this screen are Next Hearing Date, Next Hearing Time, Court Report Due, Court Ordered a Specific Placement, Judicial determination concerning child's welfare, judicial determination regarding reasonable efforts, Victim's Rights Notification, whether Restitution was ordered and whether the Restitution is being paid.
 2. The question is asked whether a Victim's Rights Notification is required. If Yes, a mechanism for developing a list of victim's and displaying this list appears on this screen.
 3. A radio button to choose to print a Notification to the victim can be selected.
 4. If the offense code entered on this fourth screen is for certain sexual offenses then a question appears asking whether the Youth has registered. A message to notify a User that registration is mandatory for certain sexual offenses will appear.
 5. If Restitution has been ordered, the question "Is restitution being paid?" will be asked on updates after opening.
 6. For certain offenses, the question "Has a DNA profile been done?" will be asked.

7. The opportunity to print the FP/Caregiver Notification letter will be available.
 8. When the user is done with the fourth screen they navigate to the Legal History screen.
- Legal History screen affords several options
 1. There is a mechanism for accessing the process to record Removal conditions. These are required for some Target Groups/Legal Status.
 - a. Message must appear stating these are required, where applicable.
 - b. If this is a new episode a message and mechanism to enter new removal conditions needs to appear.
 - c. For JJ most common options are either child's behavior problem or child's substance abuse problem. (Others can be used if appropriate)
 2. There is a mechanism for entering New Petition information.
 - a. Hearings and Orders related to this petition can also be entered in this process
 - b. In the case of a Juvenile Justice case, a new delinquency petition could be added and the date of the re-arrest, the date of the offense and offense code.
 3. There is a button to enter New Hearing information.
 - a. A specific petition needs to be highlighted or chosen
 4. There is button to enter Legal Representation for the parties involved.
 - a. This is optional
 - b. Includes the Judge or Referee assigned to the case

3.2 System Flow

The Target Group/ Legal Status selected determines what data elements are required and what functions are available to the user. See Requirements List for specific detail.

The Petition Type selected can also determine what data elements are required and what functions are available to the user. A termination petition, for instance, will result in a function to allow a referral to the adoption program. Further details can be found in the Requirements List.

The Order Type selected can result in further data elements being entered and functions becoming available to the user. See Requirements List for further detail.

If the County Charged is different than the Referral County in a Commitment a function to print a letter to Payment Reconciliation results.

If a Commitment is under ACT 296 a function to print a letter to Payment Reconciliation results.

If siblings, half-siblings or stepsiblings are on the same petition, legal information may be shared by the siblings for foster care and Adoption programs only.

4 REQUIREMENTS LIST

4.1 Screen, Data, Out-of-Module, Output, Module and Miscellaneous Requirements

The following requirements were derived from the original documents written by policy staff for the SWSS project. Any ensuing memos, emails, or test plans regarding the project were also searched. It is intended to be a comprehensive list of all requirements pertaining to the Legal module. Each individual requirement has a unique identifier; the two letter prefix identifies this particular module (LE = Legal).

The list is to be used in a Requirements Traceability Matrix, which will be comprised of all the requirements for all the SWSS modules, so that the status of each requirement can be tracked and verified.

LE-1 SCREEN REQUIREMENTS:		Testing Status
LE-1.1 There must be a "Legal Information" icon for Foster Care, Juvenile Justice, and Adoption.		NA
LE-1.1.1	This icon contains three separate processes	NA
LE-1.1.1.1	Court information	NA
LE-1.1.1.2	Representation information	NA
LE-1.1.1.3	Removal conditions information	NA
LE-1.1.2	There must be a screen displaying the legal history for a child.	NA
LE-1.1.2.1	Petition History Summary; the information to be displayed is legal status, petition date, and petition type.	NA
LE-1.1.2.2	Hearing History Summary; the information to be displayed is hearing date, next hearing date (optional for CFC and Adoption but required for JJ), and order type.	NA
LE-1.1.2.3	For cases with companions, display in blue the message "The answers to the court order questions will not be shared with the companion group. They must be answered in each child's case."	NA
LE-1.2 The following data items must be displayed:		NA
LE-1.2.1	County of Referral (see data elements description section of this document for possible values)	NA
LE-1.2.2	Court Indicator Code(see data elements description section of this document for possible values)	NA

LE-1.2.3	Court of Jurisdiction(see data elements description section of this document for possible values). Allow for entry of a second Court of Jurisdiction	NA
LE-1.2.4	Court docket number(see data elements description section of this document for possible values)	NA
LE-1.2.5	Primary legal status(see data elements description section of this document for possible values)	NA
LE-1.2.6	Date child was accepted as a permanent court or state ward.	NA
LE-1.2.7	Petition Date	NA
LE-1.2.8	Petition Type (see data elements description section of this document for possible values)	NA
LE-1.2.9	Hearing Date	NA
LE-1.2.10	Order Date	NA
LE-1.2.11	Order Type (see data elements description section of this document for possible values); allow entry of 3 order types per hearing.	NA
LE-1.2.12	Option to refer the child to the adoption unit based on petition type.	NA
LE-1.2.13	In the event of termination of parental rights and/or commitment to the agency, answer the question "Did the order terminating parental rights or the commitment order contain a statement that reasonable efforts were made to return the youth home".	NA
LE-1.2.14	Date of termination of parental rights for both mother and father.	NA
LE-1.2.14.1	Termination dates may occur at different times for each parent; must allow separate entry of these dates.	NA
LE-1.2.14.2	Child's legal status cannot be changed to "Permanent Court Ward" or "MCI Ward" until the parental rights of both parents have been terminated.	NA
LE-1.2.14.3	The date of a parent's death is to be entered in this field if the parent has died.	NA
LE-1.2.15	In the event of termination of parental rights, answer the question "Has there been an appeal filed in this matter".	NA
LE-1.2.16	In the event of an appeal of termination of parental rights, answer the question "Has the appeal been resolved" and the date it was resolved.	NA

LE-1.2.16.1	If the appeal has been resolved, select the result	NA
LE-1.2.16.1.1	Termination Upheld	NA
LE-1.2.16.1.2	Termination Overturned	NA
LE-1.2.17	County of Commitment (if committed)	NA
LE-1.2.17.1	This list must include all counties and Indian Tribes	NA
LE-1.2.18	County Charged (if committed)	NA
LE-1.2.18.1	This list must include all counties and Indian Tribes	NA
LE-1.2.19	Commitment Date (if committed)	NA
LE-1.2.20	Type of Commitment (if committed)	NA
LE-1.2.21	Acceptance date (if committed)	NA
LE-1.2.22	Next Hearing Date	NA
LE-1.2.22.1	Next hearing date estimated Y/N	
LE-1.2.23	Next Hearing Time	NA
LE-1.2.24	Court Report Due Date	NA
LE-1.2.25	Ability to answer the question "Reasonable Efforts to Prevent Removal" (y/n/not req.) and "Reasonable Efforts to Finalize the Permanency Plan" (y/n/not req.).	NA
LE-1.2.25.1	Ability to answer question, "Documentation of Finding (y/n) for each."	NA
LE-1.2.26	Ability to answer the question "Judicial Determination Concerning child's welfare" (y/n).	NA
LE-1.2.26.1	Ability to answer question, "Documentation of Finding (y/n)."	NA
LE-1.2.27	Ability to answer the question "Court Order Specify Placement or Type" (y/n).	NA
LE-1.2.28	There must be a mechanism to print the Foster Parent/Caregiver court notification letter (FIA715).	NA
LE-1.2.29	There must be a mechanism to print a memo to Payment Reconciliation (FIA716 or FIA717).	NA
LE-1.2.30	There must be a mechanism to record and save comments.	NA

LE-1.2.31	There must be a mechanism to capture Removal Conditions (AFCARS) (see data elements description section of this document for possible values). Removal conditions will be transferred from CPS into CFC. They will need to be entered in SWSS for converted and new cases.	NA
LE-1.2.32	There must be a mechanism to add a new petition.	NA
LE-1.2.33	There must be a mechanism to update an existing petition and/or hearing.	NA
LE-1.2.34	There must be a mechanism to share legal data with companion cases; this is NOT available for JJ cases	NA
LE-1.2.35	For dual legal status, a mechanism is needed, on the JJ legal screen, to allow maintenance of the Foster Care or Juvenile Justice legal data. This applies only to those JJ cases prefilled from a CFC case	NA
LE-1.2.36	There must be a mechanism to add a new hearing to an existing petition	NA
LE-1.2.37	There must be a mechanism to enter Victims – JJ cases only.	NA
LE-1.2.37.1	Victim Name	NA
LE-1.2.37.2	Victim Address and phone number	NA
LE-1.2.37.3	Indicator to specify if the victim wants notification	NA
LE-1.2.38	Mechanism to capture legal representation	NA
LE-1.2.38.1	Display history of all representation for this case.	NA
LE-1.2.38.2	List to select the person being represented	NA
LE-1.2.38.3	Representative Type (see data elements description section of this document for possible values)	NA
LE-1.2.38.4	List of representatives to select from	NA
LE-1.2.38.5	Representative last name	NA
LE-1.2.38.6	Representative first name	NA
LE-1.2.38.7	Representative middle initial	NA
LE-1.2.38.8	Representative Address. This will include 2 address lines, city, state, zip, phone number, alternate phone number, fax number, and a way to designate if the address is a US address or a foreign address.	NA
LE-1.2.38.9	Date representation started	NA

LE-1.2.38.10	Date representation ended	NA
LE-1.2.39	For JJ cases, type of hearing.	NA
LE-1.2.40	For JJ cases, hearing outcomes.	NA
LE-1.2.41	For CFC cases:	NA
LE-1.2.41.1	Best interest of the child to proceed with termination:	NA
LE-1.2.41.1.1	If Yes, narrative box	P
LE-1.2.41.1.2	If No, list of reasons	P
LE-1.2.41.1.2.1	The child is age 14 or over and refuses to consent to his/her adoption.	P
LE-1.2.41.1.2.2	Child in custodial care and treatment services are not yet completed.	P
LE-1.2.41.1.2.3	The youth is age 18 or over.	P
LE-1.2.41.1.2.4	The supervising agency has not yet provided the services detailed in the prior service plans to make reunification possible.	P
LE-1.2.41.1.2.5	The parent suffers from a chronic illness and the child is unable to return to home, but there continues to be a close relationship between the child and parent.	P
LE-1.2.41.1.2.6	There are financial benefits for the child to maintain parental rights.	P
LE-1.2.41.1.2.7	There is an appropriate kinship caregiver to care for the child and the kinship caregiver is not willing to adopt the child.	P
LE-1.2.41.1.2.8	Child is unaccompanied refugee minor.	P
LE-1.2.41.1.2.9	Other.	P
LE-1.2.41.1.2.9.1	Text box for explanation.	P
LE-1.2.41.2	Hearing Outcomes.	P
LE-1.2.41.3	Court order requirements.	P
LE-1.2.41.4	Recommendations for court order content for next hearing.	P
LE-1.2.41.5	Permanent Wardship	P
LE-1.2.41.5.1	Attitudes regarding termination of parental rights and adoption.	P

LE-1.2.41.5.2 Possibility of adoption by kinship network or foster parents.	P
LE-1.2.41.5.3 Preparation of child for adoption.	P
LE-2 DATA EDITING REQUIREMENTS:	NA
LE-2.1 See attached validation tables	NA
LE-2.2 If the legal status is "MCI Ward", and the youth reaches the age of 19, the foster care case must either be closed or the legal status must change to "Non-Ward (Not Delinquent)".	NA
LE-2.2.1 When the legal status changes to 51 Non-Ward (not Delinquent), the edits for petitions, court orders, court of jurisdiction are no longer required. The information entered previously should remain displayed as this is part of the child's legal history.	NA
LE-2.3 If legal status is "Permanent Court Ward", "MCI Ward", "Dual Wardship", "Permanent Court Ward/Delinquent Court Ward(91)", "Permanent Court Ward/Delinquent Act 150 (93)", or "MCI State Ward/Delinquent Court Ward (94)" date of parental rights termination must be completed. Termination of Parental rights date must be prior or equal to the commitment date or the acceptance date for legal status "Permanent Court Ward".	NA
LE-2.4 Order date must be on or after the petition date unless order type is an emergency order type which can have an order date prior to the petition date.	NA
LE-2.5 All dates cannot be in the future except for Next Hearing date and Court Report Due date which can only be current date or in the future.	NA
LE-2.6 Petition date cannot be prior to child's DOB; if CFC case and sharing legal information, petition date cannot be prior to OLDEST child's DOB.	NA
LE-2.7 If petition type is Initial, petition date cannot be after acceptance date entered in the Child section.	NA
LE-2.8 Hearing date cannot be prior to petition date.	NA
LE-2.9 Requirement removed.	NA
LE-2.10 Legal status is required.	NA
LE-2.11 Requirement removed.	NA
LE-2.12 Offense codes must be entered for all Juvenile Justice cases except for OTI cases and PSI cases.	NA
LE-2.13 For each new adjudication/conviction on a JJ case, new offense date and new offense codes must be entered.	NA

LE-2.14	Requirement removed.	NA
LE-2.15	Requirement removed.	NA
LE-2.16	For Foster Care cases, the legal status must be one of the following: 41(Permanent Court Ward), 42(Temporary Court Ward-Neg), 44(St. Ward-MCI), 45(St. Ward-Temp. OB.-MCI-O), 48(OTI-Neglect), 51(Non-Ward(Not Delinquent)).	NA
LE-2.17	For Adoption cases, the legal status must be one of the following: 43(St. Ward-Sup. Adoption), 49(OTI-Adoption).	NA
LE-2.18	For Juvenile Justice cases, the legal status must be one of the following: 40 (Court Ward Delinquent), 46 (St Ward-DEL-ACT 150), 47 (OTI-Delinquent), 50 (PSI), 52 (Dual Wardship), 92 (Temporary Court Ward-42/Delinquent ACT 150-46), 93 (Permanent Court Ward-41/Delinquent ACT 150-46), 96 (Court Ward Adoption Sup-43/Delinquent ACT 150-46) , 90 (Temporary Court Ward-42/Delinquency Court Ward-40), 91(Permanent Court Ward-41/Delinquency Court Ward-40), or 94(MCI State Ward-44/Delinquent Court Ward-40).	NA
LE-2.19	Court of Jurisdiction is required except for OTI, PSI cases, and Non-Ward (not Delinquent).	NA
LE-2.20	Court Indicator is required.	NA
LE-2.21	When entering next hearing date and court report due date, the date must be a valid date and must be the current date or in the future.	NA
LE-2.21.1	The court report due date must be before the next hearing date.	NA
LE-2.22	Next hearing date and time are required for JJ cases unless	NA
LE-2.22.1	The hearing type is 405	NA
LE-2.22.2	The outcome type is 21 or 23	NA
LE-2.22.3	The order type is 11, 26, or 27	NA
LE-2.22.4	The legal status is OTI or PSI	NA
LE-2.22.5	For Juvenile Justice cases, when adding a new hearing or petition, if there is an existing "Next Hearing", date that is in the future, prefill the next hearing date and time, for the new hearing, with that date and time.	NA
LE-2.23	The FIA-715 cannot be printed if the next hearing date has not been completed or if no placement has been entered.	NA
LE-2.24	If NOT an OTI and NOT a PSI case and NOT a Non-Ward	NA

(not Delinquent), petition date is required.	
LE-2.25 If NOT an OTI case and NOT a PSI case, NOT a Non-Ward (not Delinquent), petition type is required.	NA
LE-2.26 If NOT an OTI case and NOT a PSI case, and NOT a Non-Ward (not Delinquent), order date is required; unless petition type is "Relinquishment", "Termination" or "Adoption".	NA
LE-2.26.1 If the order type is 30 (Dismissal of Adoption Petition), an order date must be entered.	NA
LE-2.27 If NOT an OTI case and NOT a PSI case, NOT a Non-Ward (not Delinquent), order type is required; unless petition type is "Relinquishment", "Termination" or "Adoption".	NA
LE-2.28 If entering more than one order type for a hearing, each type must be unique.	NA
LE-2.29 If NOT an OTI case and NOT a PSI case, NOT a Non-Ward (not Delinquent), hearing date is required; unless petition type is "Relinquishment", "Termination" or "Adoption" or the order type is "Emergency" or "Order of Adoption".	NA
LE-2.30 If legal status changes to "Permanent Court Ward" or "MCI Ward", an order type of "Terminate Parental Rights" must have been entered unless both parents are deceased.	NA
LE-2.31 On the representation screen, if the representative type is Judge or Referee there will be no representing person requested	NA
LE-2.32 If entering representation data, must enter who is being represented.	NA
LE-2.33 If entering representation data, must enter who is the representative.	NA
LE-2.34 If entering representative's address or phone, the user must enter a complete address and phone number.	NA
LE-2.35 If entering representation data, the user must enter a valid begin date.	NA
LE-2.36 If entering representation data, begin date cannot be prior to child's date of birth.	NA
LE-2.37 If entering representation data, end date cannot be prior to begin date or be a future date.	NA
LE-2.38 At least one removal condition must be checked unless the living arrangement is "Own Home" or "Out of State Parent" or the legal status is "OTI" or "PSI".	NA

LE-2.39	For a new AFCARS episode, determined in Placement section, user cannot exit from legal section before completing the removal conditions screen.	NA
LE-2.40	If case has not been referred to Adoption and the legal status is changing to "Permanent Court Ward" or "MCI Ward", the case must be referred to Adoption.	NA
LE-2.41	If converted case, the goal is Adoption, and the legal status is "Permanent Court Ward" or "MCI Ward", the case must be referred to Adoption.	NA
LE-2.42	The case must be active and all payments closed before the following order types can be entered: "OTR after Release or Consent", "Order placing child after consent", or "Order of Supervision".	NA
LE-2.43	Petition type must be "Adoption" when entering order types "OTR after Release or Consent", "Order Placing Child after Consent" or "Order of Supervision".	NA
LE-2.44	Legal status must be either "Court Ward-Supervised Adoption" or "OTI Adoption" when entering order type "Order of Adoption".	NA
LE-2.45	Order type of "Denial of Termination Petition" cannot be entered if no "Termination" petition has been entered or the petition entered is not a mandated petition.	NA
LE-2.46	Order type "Order of adoption" cannot be entered at the same time entering "OTR after release or consent", "Order placing child after consent" or "Order of Supervision".	NA
LE-2.47	If legal status changes to "Court Ward-Supervised Adoption", an order type of "OTR after release or consent", "Order placing child after consent", or "Order of Supervision" must have been entered.	NA
LE-2.48	If the legal status is "Court Ward-Supervised Adoption", then order types "Dismissal of Petition" and "Denial of Termination Petition" cannot be entered.	NA
LE-2.49	When referring to adoption, the case must be a registered or active CFC case within SWSS.	NA
LE-2.49.1	If the case is a dual legal status (52, 91, or 94), do not permit entry of order types 17, 18, or 19.	NA
LE-2.50	When referring to adoption and there are companion cases, the following edits must be done:	NA
LE-2.50.1	Requirement deleted.	NA
LE-2.50.2	All companion cases must be registered or active within SWSS.	NA

LE-2.50.3	If the user does not share the termination order with the companions, do not force the companion group to be modified. In other words, allow the legal status change to 41 or 44 for only one child.	NA
LE-2.51	When placing for adoption, the case must be active and assigned by adoption unit.	NA
LE-2.52	When placing for adoption and there are companion cases, the following edits must be done:	NA
LE-2.52.1	All companion cases must be placed or the companion group modified.	NA
LE-2.53	When placing for adoption, if there are open payment authorizations, do not allow placement order to be entered.	NA
LE-2.54	Cannot enter "Dismissal of Petition" order type if order type(s) "OTR after release or consent", "Order placing child after consent", and/or "Order of Supervision" have been entered.	NA
LE-2.55	If order type "Dismissal of Adoption Petition" is entered, legal status must be changed from "Court Ward-Supervised Adoption" to either "Permanent Court Ward" or "MCI Ward".	NA
LE-2.56	If order type of "Commitment" has been entered, County of Commitment is required.	NA
LE-2.57	If order type of "Commitment" has been entered, County Charged is required.	NA
LE-2.58	If order type of "Commitment" has been entered, Commitment Date is required.	NA
LE-2.59	If order type of "Commitment" has been entered, Commitment Type is required.	NA
LE-2.60	If order type of "Commitment" has been entered, Commitment Acceptance Date is required.	NA
LE-2.61	Commitment date cannot be prior to hearing date.	NA
LE-2.62	Commitment acceptance date cannot be prior to commitment date or hearing date.	NA
LE-2.63	If commitment type is ACT 220 or ACT 296, then legal status must be "MCI Ward", "St Ward-Temp. OB.-MCI-O", "Dual Wardship", or "MCI State Ward/Delinquent Court Ward".	NA
LE-2.64	For JJ cases, when entering commitment type 150, then legal status must be "St Ward-Del-ACT 150", "Dual Wardship", "Temporary Court Ward-42/Delinquent ACT 150-46", or "Permanent Court Ward-41/Delinquent ACT 150-46"	NA

LE-2.65	Commitment type ACT 150 is NOT valid for CFC cases.	NA
LE-2.66	If legal status changes to “MCI Ward”, “St Ward-Temp.OB.-MCI-O”, “St Ward-Del-ACT 150”, “Dual Wardship”, “Temporary Court Ward-42/Delinquent ACT 150-46”, “Permanent Court Ward-41/Delinquent ACT 150-46” or “MCI State Ward/Delinquent Court Ward”, an order type of “Commitment” must be entered.	NA
LE-2.67	If an order type of 9, “Commitment”, is being entered, the legal status must be 44(MCI Ward), 45(St Ward-Temp.OB.-MCI-O), 52 (Dual Wardship), 46 (St Ward-DEL-ACT 150), 92 (Temporary Court Ward-42/Delinquent ACT 150-46), 93 (Permanent Court Ward-41/Delinquent ACT 150-46), or 94(“MCI State Ward/Delinquent Court Ward”).	NA
LE-2.68	If youth is under age 12, the commitment type cannot be 150 (Delinquency).	NA
LE-2.69	If legal status is “Dual Wardship”, then the following data elements must be filled out for each commitment:	NA
LE-2.69.1	County of commitment	NA
LE-2.69.2	County charged	NA
LE-2.69.3	Commitment date	NA
LE-2.69.4	Commitment type	NA
LE-2.69.5	Acceptance date	NA
LE-2.70	Requirement removed.	NA
LE-2.71	If the child’s legal status is 46, 52, 92, or 93 and s/he is age 19 or older, there must be a court order extending jurisdiction until age 21.	NA
LE-2.72	The court indicator code and the court of jurisdiction type (e.g. family, criminal, probate) must agree. The following edits must be done on court indicator and court of jurisdiction:	NA
LE-2.72.1	If court indicator code is “1” Family Court, the Court of Jurisdiction must be a Family Court.	NA
LE-2.72.2	If court indicator code is “2” Probate Court, the Court of Jurisdiction must be a Probate Court.	NA
LE-2.72.3	If court indicator code is "3" Criminal Court, the Court of Jurisdiction must be a Circuit Court, Criminal Division	NA
LE-2.72.4	If court indicator code is "4" District Court, the Court of Jurisdiction must be a District Court	NA

LE-2.72.5	If court indicator code is "5" Joint Court Jurisdiction, there must be two(2) Courts of Jurisdiction entered	NA
LE-2.73	A petition type of emancipation (type 7), can not be entered unless the child is as least 16 years of age.	NA
LE-2.74	A legal status of 41 (permanent court ward) or 44 (MCI ward) can not be changed to 42 (temporary court ward) unless the user is in corrections mode.	NA
LE-2.74.1	If the appeal of the termination of parental rights was overturned, allow the user to change the legal status without being in corrections mode.	NA
LE-2.75	When the new episode indicator is checked "Yes", review the placement section to determine if the current placement is out of home.	NA
LE-2.75.1	If the current placement is own home (LA 01,03,22), display a message sending the user to Placement to update the placement information.	NA
LE-2.75.2	Legal section cannot be completed until the Placement Section is updated.	NA
LE-2.76	If the appeal on termination of parental rights has been resolved:	NA
LE-2.76.1	The result must be selected.	NA
LE-2.76.2	The date of resolution must be entered	NA
LE-2.77	If legal status changes to "Permanent Court Ward", the acceptance date for permanent court ward must be entered.	NA
LE-2.78	If a CFC case is going to a dual legal status	NA
LE-2.78.1	Case must be active.	NA
LE-2.78.2	Cannot be part of a companion group	NA
LE-2.78.3	Payment must be closed	NA
LE-2.78.4	Medicaid must be closed	NA
LE-2.78.5	Must be adding a new petition.	NA
LE-2.78.6	Petition type must be 10.	NA
LE-2.78.7	Legal status must be:	NA
LE-2.78.7.1	Dual legal status 52	NA

LE-2.78.7.2	If CFC legal status is 42 and JJ legal status is 40, dual legal status is 90.	NA
LE-2.78.7.3	If CFC legal status is 41 and JJ legal status is 40, dual legal status is 91.	NA
LE-2.78.7.4	If CFC legal status is 42 and JJ legal status is 46, dual legal status is 92.	NA
LE-2.78.7.5	If CFC legal status is 41 and JJ legal status is 46, dual legal status is 93.	NA
LE-2.78.7.6	If CFC legal status is 44 and JJ legal status is 40, dual legal status is 94.	NA
LE-2.78.8	A Juvenile Justice supervisor to assign the case to must be selected.	NA
LE-2.79	If discharging JJ back to CFC:	NA
LE-2.79.1	Payment must be closed.	NA
LE-2.79.2	MA must be closed.	NA
LE-2.79.3	Order type must be discharge.	NA
LE-2.79.4	If discharging both CFC and JJ, the youth cannot be under the age of 19 with a dual legal status of 52 or 94.	NA
LE-2.79.5	The Juvenile Justice legal data can no longer be maintained.	NA
LE-2.80	When dismissing the termination petition for one child and there are companions, the dismissal cannot be shared. It must be entered for each individual case.	p
LE-2.81	For CFC cases	NA
LE-2.81.1	If the "Best Interest" question is enabled (or the petition is a mandated petition), it must be answered.	P
LE-2.81.1.1	If the answer is Yes, narrative must be entered.	NA
LE-2.81.1.2	If the answer is No, at least one reason must be selected.	P
LE-2.81.2	The Hearing Outcome must be specified.	P
LE-3 OUT-OF-MODULE REQUIREMENTS:		NA
LE-4 MODULE REQUIREMENTS:		NA

LE-4.1 For dual legal statuses “Court Ward Adoption Sup-43/Delinquent Court Ward-40” and “Court Ward Adoption Sup-43/Delinquent Court Ward-40”, both the JJ and Adoption case can be open at the same. NOTE: not in first release.	NA
LE-4.2 Removal conditions will need to be entered for converted and new cases; they will transfer to CFC when a case is transferred from CPS.	NA
LE-4.3 Removal conditions may be updated at any time.	NA
LE-4.3.1 Removal conditions are associated with each episode.	NA
LE-4.4 If the child is committed to the Agency under Act 296, display the option to print a memo to Payment Document Control unit (FIA-717).	NA
LE-4.5 If the County charged is different from the County of Commitment, display the option to print a memo to Payment Document Control unit	NA
LE-4.6 Option to print a Foster Parents’ Court Notification letter (FIA-715) for the next hearing	NA
LE-4.7 For each new AFCARS episode, the Removal Conditions will need to be captured. (see data dictionary for definition of a new AFCARS episode)	NA
LE-4.8 For a new AFCARS episode, the primary caretaker, and secondary caretaker if applicable, must be specified	NA
LE-4.9 The legal status may not be changed to “Permanent Court Ward”, “MCI Ward” or “MCI State Ward/Delinquent Court Ward”, until the Termination of parental rights (or the date of death) data fields have been entered for both parents.	NA
LE-4.9.1 The termination of parental rights date fields should always be displayed and available for data entry, if appropriate.	NA
LE-4.9.2 Requirement removed.	NA
LE-4.9.3 If one or more termination of parental rights date fields has been entered, the user must also enter an order type of “Terminate parental rights.”	NA
LE-4.9.3.1 Require the entry of Termination of Parental Rights dates without requiring an order type of Termination of Parental Rights on converted Adoption cases.	NA
LE-4.9.4 For converted cases with a legal status of “Permanent Court Ward”, “MCI Ward”, or “MCI State Ward/Delinquent Court Ward”, the termination of parental rights data must be displayed	NA
LE-4.10 Funding Determination questions must be asked for all Foster Care and Juvenile Justice legal statuses except “Court Ward-adoptive supervision”, OTI, PSI, and non-wards.	NA

LE-4.10.1	If a legal record is created from a companion's case and new answers to these questions are required do not prefill those answers.	NA
LE-4.11	When court order type is 09 (commitment) and legal status is "MCI Ward", "St Ward-Temp.OB.-MCI-O", "St Ward-Del-ACT 150", "Dual Wardship", 92(Temporary Court Ward/Delinquent Act 150), 93(Permanent Court Ward/Delinquent Act 150), or 94(MCI State Ward/Delinquent Court Ward), display the commitment data fields (county of commitment, county charged, commitment date, type of commitment, acceptance date)	NA
LE-4.12	If legal status changes to "Permanent Court Ward", display the acceptance date for permanent court ward	NA
LE-4.13	For converted cases with legal status of "Permanent Court Ward", "MCI Ward", "Permanent Court Ward/Delinquent Court Ward(91)", "Permanent Court Ward/Delinquent Act 150 (93)", or "MCI State Ward/Delinquent Court Ward (94)" display the data elements for date parental rights were terminated	NA
LE-4.14	When termination of parental rights occur, display the question "Has there been an appeal filed in this matter?", "Has the appeal been resolved"	NA
LE-4.14.1	If the appeal has been resolved, display the date resolved data field	NA
LE-4.14.2	If the appeal has been resolved, display the resolution list box	NA
LE-4.14.3	Remind the user to change the legal status back to a temporary ward legal status if they haven't already done so.	NA
LE-4.14.4	If the appeal overturned the termination of parental rights,	NA
LE-4.14.4.1	Remove the termination dates and commitment data from the database.	NA
LE-4.14.4.2	Remind the user to complete a funding determination.	NA
LE-4.15	Once the case is active, the petition date, petition type cannot be changed unless in corrections mode	NA
LE-4.15.1	Legal status and commitment date can only be changed while in corrections mode if a new petition has not been added.	NA
LE-4.16	For legal statuses "PSI", "OTI-Delinquent", "OTI-Neglect", "OTI-Adoption", or "51 Non-Ward (not Delinquent)", all data elements are optional except legal status and court indicator code.	NA
LE-4.17	When a mandated petition or a petition type of "Termination" is entered, display the option to refer to the adoption unit; user has 14 days to make the referral.	NA

LE-4.18	When legal status changes from “Temporary Court Ward-Neg” to “Permanent Court Ward” or “MCI Ward”, remind the user to change the goal to adoption in the Child Section	NA
LE-4.19	Requirement removed.	NA
LE-4.20	Requirement removed.	NA
LE-4.20.1	Requirement removed.	NA
LE-4.21	Completion of the representation screen is optional	NA
LE-4.22	Requirement removed.	NA
LE-4.23	Requirement removed.	NA
LE-4.24	If going from dual legal status (90-96) to “Court Ward-Delinquent”, “St Ward-DEL-ACT 150”, or “OTI-Delinquent”, remind user that the Foster Care worker won’t be able to update the case. Give them the option to continue or cancel the current action.	NA
LE-4.25	When “Termination” petition is entered, ask the question “Is this a mandated petition?” NOTE: CFC only	NA
LE-4.26	When petition type of “Initial” is entered, ask the question “Is this a mandated petition”. NOTE: CFC only	NA
LE-4.27	If the petition entered is a termination petition or a mandated petition, generate a tickler to remind worker to refer to Adoption; tickler date is 14 calendar days from petition date.	NA
LE-4.28	Legal status may be changed for any hearing if the petition type is “Termination” or “Adoption”, due to adjournments.	NA
LE-4.29	Legal status may be changed for any hearing if the petition type is “initial” and is a mandated petition.	NA
LE-4.30	Requirement removed.	NA
LE-4.31	If legal status is “Permanent Court Ward” or “MCI Ward” and the adoption supervisor has denied the adoption referral, the option to refer to adoption unit must be displayed on the screen.	NA
LE-4.32	Requirement removed.	NA
LE-4.33	If an order type of “Termination” is entered after the case has been accepted by the adoption unit, notify both the adoption supervisor and adoption worker that termination of parental rights has occurred, the date of the hearing, and if an appeal has been filed. (This must be done automatically via email if possible).	NA
LE-4.33.1	If the appeal has been resolved, notify the adoption	NA

supervisor and worker, via email, of the results of the appeal.		
LE-4.34	When placing a child in adoption:	NA
LE-4.34.1	Display fields for input of the child's adoptive name	NA
LE-4.34.2	Change the SWSS program code to Adoption and the case state to registered.	NA
LE-4.34.3	Close current Foster Care placement.	NA
LE-4.34.4	Generate a closing CIS Transaction	NA
LE-4.34.4.1	Close date is the date of the order type "Order placing child after release/consent)"	NA
LE-4.34.4.2	Close code is 3 "Placed for Adoption"	NA
LE-4.34.5	Change the foster care goal status code to "Goal achieved, services no longer needed."	NA
LE-4.34.6	If Medicaid is active, a message must be displayed which states "Since the child is being placed in an adoptive home, Medicaid must be closed. Please go to the Medicaid section and generate the closing FIA-5S."	NA
LE-4.34.6.1	Negative action date is the order date	NA
LE-4.34.6.2	Negative action code is 089 "Client's Request"	NA
LE-4.34.7	Generate an FIA-133a to register the adoption case	NA
LE-4.34.7.1	Use the county office address on the FIA-133a.	NA
LE-4.34.8	End the current primary worker	NA
LE-4.34.9	Make the secondary worker the primary worker	NA
LE-4.34.10	Save the child's current name and SSN.	NA
LE-4.34.11	Modify the child's data with the new name, remove the SSN, client id, and case number. The new SSN, client id, and case number will be entered when the adoption worker has them.	NA
LE-4.34.12	Change the child's address to the County FIA address.	NA
LE-4.34.13	Change goal to "Maintain own home" and the goal status to "Goal achieved, services continuing".	NA
LE-4.34.14	If an active payment authorization exists, the user must go to the payment module and close the authorization before the adoptive placement activities can be completed.	NA

LE-4.34.15	All ticklers established in the foster care case with future dates must be deleted.	NA
LE-4.34.16	Establish a new tickler for opening the adoption case.	NA
LE-4.34.17	When closing the CFC case and establish the adoption case, check to assure the CFC case number and CID have been entered.	NA
LE-4.35	When adoption placement is finalized (order type of "Order of Adoption" is entered):	NA
LE-4.35.1	Close the current placement and education record. End date will be the order date.	NA
LE-4.35.2	Generate a closing CIS Transaction.	NA
LE-4.35.2.1	Close date is the order date.	NA
LE-4.35.2.2	Close code is 1 "Adoption Confirmed".	NA
LE-4.35.2.3	Remind worker to do the closing summary.	NA
LE-4.35.3	Change the goal status code to "Goal achieved, services no longer needed."	NA
LE-4.36	When adoption placement is disrupted (an order type of "Dismissal of Adoption Petition" is entered):	NA
LE-4.36.1	Hearing date is optional; a hearing may not have been held.	NA
LE-4.36.2	Close the adoptive placement.	NA
LE-4.36.2.1	Close date is the date of the "Dismissal Order."	NA
LE-4.36.3	Change the adoptive parents' relationship to the child to the value entered for previous relationship.	NA
LE-4.36.4	Change child's name, SSN, client id, legal status and case number to the values that were used when the case was a Foster Care case.	NA
LE-4.36.5	Allow selection of a Foster Care supervisor; this is whom the case will be assigned to.	NA
LE-4.36.6	Generate a closing CIS Transaction.	NA
LE-4.36.6.1	Close date is the order date.	NA
LE-4.36.6.2	Close code is 2 "Adoption Disrupted".	NA
LE-4.36.7	Change the goal status code to "Case terminated – Client Request."	NA

LE-4.36.8	Change the case program to Foster Care and the case state to Unregistered. By putting back to unregistered state, the case may be recompanionated with siblings.	NA
LE-4.37	An order type "Denial of Termination Petition" is entered:	NA
LE-4.37.1	End secondary worker.	NA
LE-4.37.2	Notify Adoption supervisor and worker that termination petition was denied. (This must be done automatically via email if possible).	NA
LE-4.38	Requirement removed.	NA
LE-4.39	Petition data cannot be updated unless updating the very first hearing for that particular petition. The case may be in either a registered or active state.	NA
LE-4.40	For JJ cases, if youth has been rearrested and adjudicated/convicted for a new offense, the restitution question must be asked again.	NA
LE-4.41	Judicial Determination Concerning Child's Welfare question	NA
LE-4.41.1	The question "Judicial Determination Concerning Child's Welfare?", is asked only once. It doesn't need to be displayed again unless a new removal petition is entered.	NA
LE-4.41.2	Display the question "Judicial Determination Concerning Child's Welfare?" when the emergency removal order or the preliminary order, if there is no emergency order, is entered.	NA
LE-4.41.2.1	If there was no emergency removal order, and if the child was not removed by the preliminary hearing order, this question should be displayed when order type 7(removal) is entered.	NA
LE-4.41.3	If this is an Add New or CPS Transfer, or if a new out-of-home placement episode has begun, this question must be asked for the order types listed in LE-4.41.2. If a new out-of-home placement episode has begun, activate the question if one of the following order type(s) have been entered:	NA
LE-4.41.3.1	Emergency Removal	NA
LE-4.41.3.2	Preliminary	NA
LE-4.41.4	For Add New and PS Transfer cases, if the Judicial Determination question was answered "No" for the emergency removal/preliminary order, the answer can only be changed if the user is in Corrections mode.	NA
LE-4.41.5	This question will be answered in Funding for converted	NA

cases.	
LE-4.41.6 If the case is a dual legal status case, the answer to this question is to be brought over from the closed CFC case unless a new out-of-home placement episode has begun.	NA
LE-4.42 Requirement removed.	NA
LE-4.43 Give ticklers to both the primary and the secondary workers.	NA
LE-4.44 When legal status changes from temporary ward to permanent ward, all "legal parent" designations must be removed. Anyone marked as legal parent or emergency contact in the database must be changed to "No" and the person's status becomes "inactive".	NA
LE-4.45 For JJ cases, continue to display the question/answer for sex offender registration for the petition the offense was entered on. If a new petition does not have a sex offense code entered, do not display.	NA
LE-4.46 For JJ cases, the sex offender question must be displayed for offense types "Criminal Sexual Conduct I", "Criminal Sexual Conduct II", "Assault with Intent to Commit Criminal Sexual Conduct", "Criminal Sexual Conduct III", "Criminal Sexual Conduct IV", "Accosting/Solicitation of Child for Immoral Purposes", "Child/Sexually Abusive Commercial Activity", and "Pandering".	NA
LE-4.47 If case is prefilled from another case the child had or reopened and the parental rights were terminated, those dates need to be displayed, as appropriate, in the new case.	NA
LE-4.48 If commitment order entered and charged county is different from commitment county and new petition/hearing, inform worker the FIA-717 needs to be printed and check the print box for them.	NA
LE-4.49 If commitment order entered and new petition or hearing, prefill the charged county with the county of commitment. Worker can change if they need to.	NA
LE-4.50 For new petitions or updating a record that did not have court of jurisdiction entered previously, prefill court of jurisdiction with the "Circuit Court, Family" for the county of referral. If circuit court for that county is not found in the list, check for "Probate Court" for the county of referral. If the legal status one of the "OTI" statuses, prefill court of jurisdiction with the "Out of State court" and the court indicator code with "Other Court".	NA
LE-4.51 Removal Conditions may be changed at any time, due to the fact that the Federal government does not store a history of Removal Conditions for the case.	NA
LE-4.52 Removal Conditions must be collected for converted adoption cases.	NA

LE-4.53	Removal Conditions can be shared with companion case(s) if there is a new episode.	NA
LE-4.54	For JJ cases, Type of Hearing and Hearing Outcomes are not required.	NA
LE-4.54.1	If the hearing outcome "23 Other-Specify" is selected, there must be the ability for the user to insert the details.	NA
LE-4.55	Requirement removed.	NA
LE-4.56	The Funding Determination questions are not displayed if the order type is "Discharge", "Dismissal of Petition", "Adjournment", "Administrative Review", "Foster Care Review Board Review", "OTR", "Order Placing after Consent", "Order of Supervision", "Order of Adoption", "Writ of Apprehension", "Extension to 21", "PreSentence Investigation", "Transfer to DOC", "Other", "Denial of Termination Petition", "Dismissal of Adoption".	NA
LE-4.57	For dual legal statuses, JJ is always the primary case.	NA
LE-4.58	For converted cases, legal cannot be shared with companion case(s) until a new petition is entered.	NA
LE-4.59	For cases transferred from CPS, legal must have been shared at that time with the companion case(s) or it cannot be shared until a new petition is entered.	NA
LE-4.60	For JJ cases, display the question "Restitution ordered?" for legal statuses "Court Ward-Delinquent", "St Ward-Del-ACT 150", "Dual Wardship", "Temporary Court Ward-42/Delinquency Court Ward-40", "Permanent Court Ward-41/Delinquency Court Ward-40", "Temporary Court Ward-42/Delinquent ACT 150-46", "Permanent Court Ward-41/Delinquent ACT 150-46", "MCI-State Ward-44/Delinquency Court Ward-40".	NA
LE-4.60.1	Requirement deleted.	NA
LE-4.60.2	If restitution is ordered, display the question "Is the youth paying restitution?"	NA
LE-4.60.2.1	If answer is no, remind worker to file a court report with the court per MC258.	NA
LE-4.60.3	Generate a tickler, every six months, if restitution is required.	NA
LE-4.61	Generate a tickler for next hearing date.	NA
LE-4.62	Generate a tickler for court report due date.	NA
LE-4.63	Requirement moved to LE-4.41	NA

LE-4.64	Reasonable Efforts to Prevent Removal	NA
LE-4.64.1	For Add New and PS transfer cases, activate the question “Reasonable Efforts to Prevent Removal” if it has not already been answered “Yes” and the hearing date is within the first 60 days after the child’s removal from his/her own home and placement in an out of home living arrangement for all legal statuses except OTI and PSI if any of the following order type(s) are entered:	NA
LE-4.64.1.1	Preliminary	NA
LE-4.64.1.2	Adjudication	NA
LE-4.64.1.3	Disposition	NA
LE-4.64.1.4	Adjudication and Disposition	NA
LE-4.64.1.5	Removal	NA
LE-4.64.1.6	Terminate Parental Rights	NA
LE-4.64.1.7	Commitment	NA
LE-4.64.1.8	Review	NA
LE-4.64.1.9	Permanency Planning	NA
LE-4.64.1.10	Escalation	NA
LE-4.64.1.11	De-escalation	NA
LE-4.64.1.12	Best Interest – Out of State	NA
LE-4.64.1.13	Other	NA
LE-4.64.2	For Add New and PS Transfer cases, if the “Reasonable Efforts to Prevent Removal” question was not answered “Yes” for an order resulting from a hearing held within 60 days (see LE-4.64 above), the answer must be set at “No”.	NA
LE-4.64.3	Requirement removed.	NA
LE-4.64.4	This question will be answered in Funding for Converted cases.	NA
LE-4.64.4.1	For converted cases, check the new episode indicator and if the child has not been removed from his/her family for 60 days, activate this question and follow the normal rules regarding this question.	NA
LE-4.64.4.1.1	Allow the option “not required” to be selected.	NA

LE-4.64.5	If the case is a dual legal status case, the answer to this question is to be brought over from the closed CFC case unless a new out-of-home placement episode has begun.	NA
LE-4.65	Display the question "Court Order Specify Placement or Type?" for all order types other than the ones listed in LE-4.56.	NA
LE-4.66	For JJ cases, if the offense code entered is "Murder I", "Murder II", "Attempted Murder", "Kidnapping", "Criminal Sexual Conduct I", "Criminal Sexual Conduct II", "Criminal Sexual Conduct III", "Criminal Sexual Conduct IV", or "Assault with Attempt to Commit Criminal Sexual Conduct (including attempted)" display the question "Is there a DNA profile on file?".	NA
LE-4.66.1	If the answer is no, remind the user that a sample must be submitted to the Michigan State Police prior to release from residential placement or discharge from wardship.	NA
LE-4.66.2	If the answer is yes, display the message "Please be sure an FIA62 has been completed and placed in the file".	NA
LE-4.67	Requirement has been moved to out of module.	NA
LE-4.68	When the case is referred to adoption:	NA
LE-4.68.1	Display a list box of all adoption supervisors that serve the county in which the case is located.	NA
LE-4.68.2	The user must select the adoption supervisory unit to which the case is to be referred.	NA
LE-4.68.3	Create an adoption referral (AdoptRef) tickler to notify the adoption supervisor of the referral from the CFC worker.	NA
LE-4.68.4	Create an adoption referral email to notify the adoption supervisor of the referral from the CFC worker.	NA
LE-4.69	The funding determination questions are NOT shared with companion cases. They must be answered for each individual child.	NA
LE-4.70	Activate the question "Reasonable Efforts to Finalize the Permanency Plan" for any hearing that is more than 60 days after the child's removal from his/her own home (if there is no placement history, use the acceptance date entered on the Child data screen) for all legal statuses except OTI and PSI if any of the following order type(s) are entered:	NA
LE-4.70.1	Adjudication	NA
LE-4.70.2	Disposition	NA
LE-4.70.3	Adjudication and Disposition	NA

LE-4.70.4	Removal Disposition	NA
LE-4.70.5	Terminate Parental Rights	NA
LE-4.70.6	Commitment	NA
LE-4.70.7	Review Hearing	NA
LE-4.70.8	Permanency Planning	NA
LE-4.70.9	Escalation	NA
LE-4.70.10	De-escalation	NA
LE-4.70.11	Best Interest – Out of State	NA
LE-4.70.12	Other	NA
LE-4.70.13	Allow answer “not required” to be selected if child has not been removed from his/her home for 365 days or the last finding was within 365 of the hearing date.	NA
LE-4.71	A tickler to initiate the MARE process must appear 90 days after the State Ward Commitment date or the Permanent Ward Acceptance date if the case is supervised by FIA.	NA
LE-4.72	Secondary adoption workers have update access to legal, MARE, and Case Summary; all other types of secondary workers have view only access unless dual legal status.	NA
LE-4.73	For dual legal statuses, both the CFC and JJ worker have access to legal.	NA
LE-4.74	Display a “Prior Court Activity” box with the following questions:	NA
LE-4.74.1	Date Removed from Home	NA
LE-4.74.2	Removal Order date	NA
LE-4.74.3	Judicial Determination Concerning Child’s Welfare Finding (Yes/No)	NA
LE-4.74.4	Reasonable Efforts to Prevent Removal Finding (Yes/No)	NA
LE-4.74.5	Hearing Date	NA
LE-4.74.6	Include, on the screen, the statement “This information is needed to assist in determining the appropriate funding source”	NA
LE-4.74.7	If the legal status is 46 (ACT 150 Delinquent State Ward) and the case is a “Registered, Add New) prior court information must be	NA

obtained; display the "Prior Court Activity" box.	
LE-4.74.8 If the legal status changes from 50 (PSI) to 40 (delinquent court ward) or 46 (ACT 150 Delinquent State Ward), display the "Prior Court Activity" box.	NA
LE-4.75 If the user is adding a new petition, the following information must be obtained:	NA
LE-4.75.1 Was the child/youth in out-of-home care at the time of this petition? (Yes/No)	NA
LE-4.75.2 If the answer is "No", ask "Is this the beginning of a new out-of-home placement episode? (Yes/No).	NA
LE-4.75.2.1 If the answer is "Yes", implement the requirements contained in LE-2.40, LE-4.41, LE-4.63, and LE-4.64.	NA
LE-4.76 If the legal status changes, the user must be taken to the Placement section to update the fund source.	NA
LE-4.77 Legal information cannot be deleted on a closed case; do not display the button to delete data.	NA
LE-4.78 If reasonable efforts to prevent removal finding is not made at a hearing within 60 days of removal, establish a tickler at 60 days to remind the worker to either add the necessary order or do a funding determination.	NA
LE-4.78.1 Tickler can be deleted when appropriate order added or funding redetermination completed.	NA
LE-4.78.2 Overdue tickler is to be forwarded to the supervisor.	NA
LE-4.79 If CFC case is going to a dual legal status:	NA
LE-4.79.1 Display the Juvenile Justice screens.	NA
LE-4.79.2 Send email to the Juvenile Justice supervisor advising them of the assignment.	NA
LE-4.79.3 The CFC worker will become the secondary worker.	NA
LE-4.79.4 Complete the CIS transaction to close the CFC case.	NA
LE-4.79.4.1 Use close code 17	NA
LE-4.79.4.2 Use goal status code 7.	NA
LE-4.79.5 Change the case state to registered, the program code to JJ, and print the FIA-133.	NA
LE-4.80 If discharging JJ back to CFC:	NA

LE-4.80.1	Display the question “Does the discharge apply to Foster Care also?”	NA
LE-4.80.1.1	If discharge applies to both programs:	NA
LE-4.80.1.1.1	If the youth is under the age of 19 with a dual legal status of 52 or 94, the discharge cannot be applied to Foster Care.	NA
LE-4.80.1.1.1.1	Display the message “Because the MCI ward is under the age 19, the discharge order cannot be done for Foster Care”	NA
LE-4.80.1.1.1.2	Discharge JJ only (see LE-4.80.1.2)	NA
LE-4.80.1.1.2	If the discharge may be done for both programs, display the message “Once legal data has been saved, please go to the Case Closing section to close the case.”	NA
LE-4.80.1.1.2.1	Save the legal data but do not close anything for the worker.	NA
LE-4.80.1.2	If discharge applies only to JJ:	NA
LE-4.80.1.2.1	The Foster Care worker becomes the primary worker.	NA
LE-4.80.1.2.1.1	If there is no secondary worker, user must select the CFC supervisor.	NA
LE-4.80.1.2.2	Send email to the Foster Care worker and supervisor advising them of the discharge.	NA
LE-4.80.1.2.3	Complete the CIS Transaction	NA
LE-4.80.1.2.3.1	Close code is 19	NA
LE-4.80.1.2.3.2	Goal status code is 3	NA
LE-4.80.1.2.3.3	Change the case state to unregistered (this allows user the opportunity to recompanionate),	NA
LE-4.80.1.2.3.4	Change the latest legal status back to the Foster Care legal status	NA
LE-4.80.1.2.4	Display the message “The Juvenile Justice program will be closed; please go to the Case Registration section to register the Foster Care case.”	NA
LE-4.81	If Juvenile Justice case is going to a dual legal status, display the question “Are you adding the Foster Care legal data?”	NA
LE-4.81.1	If yes, display the Foster Care screens.	NA
LE-4.82	Discharging CFC back to JJ:	NA

LE-4.82.1	End the CFC worker as secondary worker	NA
LE-4.82.2	Change the latest legal status back to the JJ legal status	NA
LE-4.83	If case has companions, display legal representation data entered in each case.	NA
LE-4.83.1	Legal representation data may only be changed in the log it was originally entered in.	NA
LE-4.84	Legal data may only be deleted by a supervisor in correction mode.	NA
LE-4.85	For CFC cases:	NA
LE-4.85.1	If the mandated petition question is answered “Yes”, then enable the question “Best interest of child to proceed with termination”.	P
LE-4.85.1.1	If Yes is selected, display the narrative box.	P
LE-4.85.1.2	If No is selected, display the compelling reasons list.	P
LE-4.85.2	The compelling reasons question is to be displayed if the legal stats is 42, 45, 90 or 92 and one of the sub-requirements applies	NA
LE-4.85.2.1	The petition is a termination or a mandates petition, OR	NA
LE-4.85.2.2	The Federal Goal (in the child information module) is not placement with relative (7), return home (8), adoption (10), termination of parental rights (11) or maintain placement with parent(s) (13).	NA
LE-4.85.3	The compelling reasons question is not to be displayed if the petition is not a termination or a mandated petition and the child has not been in put of home care for 15 of the last 22 months.	
LE-5 OUTPUT REQUIREMENTS:		NA
LE-5.1	FIA-716 and FIA-717 – Notice to Payment Reconciliation	NA
LE-5.1.1	The following fields need to be filled out (refer to the data element description in section 6 of this document for detail):	NA
LE-5.1.1.1	Child’s name	NA
LE-5.1.1.2	Case Number	NA
LE-5.1.1.3	Date of Birth	NA
LE-5.1.1.4	Legal Status	NA

LE-5.1.1.5	Type of Commitment	NA
LE-5.1.1.6	County of Commitment	NA
LE-5.1.1.7	County Charged	NA
LE-5.1.1.8	Living Arrangement	NA
LE-5.1.1.9	Funding Source	NA
LE-5.1.1.10	Whether or not Title IV-E Eligible	NA
LE-5.1.1.11	Placement name and address.	NA
LE-5.1.1.12	Worker's name, address, and phone number	NA
LE-5.2	FIA715 – Notice of Next Hearing	NA
LE-5.2.1	Case Name	NA
LE-5.2.2	Date and time of next hearing	NA
LE-5.2.3	Court Name and Address	NA
LE-5.2.4	Due date to have any comments or materials submitted to the FIA worker for inclusion in the report to the court. Calculate due date as 14 days prior to next hearing date.	NA
LE-6 MISCELLANEOUS REQUIREMENTS:		NA
LE-6.1	When a worker completes a screen with updates for ASSIST or CIS, a message must remind the user to print an FIA133A or complete the CIS transaction to update the appropriate system.	NA
LE-6.2	For CIS editing purposes, the JJ legal statuses convert to:	NA
LE-6.2.1	90 – converts to 40	NA
LE-6.2.2	91 – converts to 40	NA
LE-6.2.3	92 – converts to 46	NA
LE-6.2.4	93 – converts to 46	NA
LE-6.2.5	94 – converts to 40	NA

5 EXAMPLE OUTPUT

Gather and include the forms and letters generated by this module. If possible, mark up the examples to explain the data fields to show the source or whether or not it is required.

Board Members

STATE OF MICHIGAN

322 E. Stockbridge
Kalamazoo, MI 49001



JOHN ENGLER, Governor

FAMILY INDEPENDENCE AGENCY

DOUGLAS HOWARD, Director

September 22, 1999

To Whom It May Concern:

RE HOLLY [REDACTED]

Michigan law requires that the Family Independence Agency and the Family Court review the progress made toward achieving a permanent placement for all youth who are in out-of-home placements. It is also mandatory that foster parents and kinship caregivers be notified of all hearings.

This is to inform you that a hearing has been scheduled and will be held on 09/28/1999 at 09:00 am. The hearing will be held at:

14TH CIRCUIT COURT, FAMILY DIVISION
Muskegon County Building
Muskegon, MI 49442

Your attendance is encouraged but you are not required to attend.

You may send written comments or materials to the Family Independence Agency at the address above. Please send this information to us by 09/14/1999, so that it can be included with our report to the court.

Bring visitation calendar, please

If you have any questions, please contact me at the number below.

Thank you.

Sincerely,

DAVE FISHER
322 E. Stockbridge
Kalamazoo, MI 49001
(517)241-7983

FIA-715 (rev. 12/98 SWSS facsimile)
Printed 09/22/1999 @ 9:08:31AM

Board Members

STATE OF MICHIGAN

322 E. Stockbridge
Kalamazoo, MI 49001



JOHN ENGLER, Governor

FAMILY INDEPENDENCE AGENCY
DOUGLAS HOWARD, Director

September 22, 1999

Payment Reconciliation Section
Payment / Document Control Division
Central Office

To Whom It May Concern:

Child's Name: **Holly [REDACTED]**
Case Number: **V30594 [REDACTED]**
D.O.B: **10/30/1994**
Legal Status: **44 MCI Ward**
Type of Commitment: **296 Release**
County of Commitment: **39 KALAMAZOO**
County Charged: **39 KALAMAZOO**
Living Arrangement:
Funding Source:
Title IV-E Eligible: **No**
Placement Name
and Address:

The above named child has been voluntarily released by one or both parents and is committed to the Agency under P.A. 296. This case should be added to the Commitment log in order to delete any chargeback to the county. Attached is a copy of the commitment order and voluntary release papers.

If you have any questions, please contact me at the number below.

Thank you for your assistance.

Sincerely,

DAVE FISHER
322 E. Stockbridge
Kalamazoo, MI 49001
(517)241-7983

FIA-716 (12/98) (SWSS Facsimile)
Printed 09/22/1999 @ 9:12:56AM

Board Members

STATE OF MICHIGAN

322 E. Stockbridge
Kalamazoo, MI 49001



JOHN ENGLER, Governor

FAMILY INDEPENDENCE AGENCY
DOUGLAS HOWARD, Director

September 22, 1999

Payment Reconciliation Section
Payment / Document Control Division
Central Office

To Whom It May Concern:

Child's Name: **Holly [REDACTED]**
Case Number: **V3059-[REDACTED]**
D.O.B: **10/30/1994**
Legal Status: **44 MCI Ward**
Type of Commitment: **220 MCI**
County of Commitment: **39 KALAMAZOO**
County Charged: **46 LENAWEE**
Living Arrangement:
Funding Source:
Title IV-E Eligible: **No**
Placement Name
and Address:

The above named child has been committed to the Agency in one county and the county to be charged for the cost of care is different. Attached is a copy of the court order verifying the commitment county to be charged.

If you have any questions, please contact me at the number below.

Thank you for your assistance.

Sincerely,

DAVE FISHER
322 E. Stockbridge
Kalamazoo, MI 49001
(517)241-7983

FIA-717 (12/98) (SWSS Facsimile)
Printed 09/22/1999 @ 9:14:30AM

6 DATA ELEMENT DESCRIPTIONS

A table of all the data elements entered within this module. For each item, describe its range of acceptable values. Designate items as being required for ASSIST, CIS, LICENSING or AFCARS (and any combination thereof).

REPRESENTATIVE INFORMATION SCREEN:

ELEMENT NAME	DESCRIPTION	TYPE - Alpha, numeric , A/N	SIZE	REQUIRED/ OPTIONAL/ CONDITIONAL	CIS/ ASSIST/ AFCARS/ LICENSING out put doc.
Representa-ting	Pick list	Alpha	Text	ALL ELEMENTS	NOT APPLICABLE
Representa-tive Type	Pick list	Alpha	2 + text	ON THIS SCREEN ARE	THERE ARE NO OUTPUT
Representa-tives	Pick list	Alpha	text	CONDITIONAL	DOCUMENT S FROM
Last name		Alpha	Text		THIS SCREEN
First name		Alpha	Text		
Middle initial		Alpha	1		
Street address		Alpha/ numeric			
US address	Radio button	Yes/ no			
City		Alpha	Text		
State	Pick list	Alpha	2		
Zip code		Numeric	5		
Zip + 4		Numeric	5		
Phone		Numeric	10		
Alternate phone		Numeric	10		
Fax #		Numeric	10		
Started representation	Date	Numeric	8		
Ended representation	Date	Numeric	8		

REMOVAL CONDITIONS SCREEN:

ELEMENT NAME	DESCRIPTION	TYPE - Alpha, numeric , A/N	SIZE	REQUIRED/ OPTIONAL/ CONDITIONAL	CIS/ ASSIST/ AFCARS/ LICENSING out put doc.
REMOVAL CONDITIONS	Check boxes		1	Required	N/A

TO ADD OR UPDATE NEW PETITION	TO ADD OR UPDATE NEW HEARING SCREEN				
ELEMENT NAME	DESCRIPTION	TYPE - Alpha, numeric , A/N	SIZE	REQUIRED/ OPTIONAL/ CONDITIONAL	CIS/ ASSIST/ AFCARS/ LICENSING out put doc.
County of Referral	Pick list	Alpha / numeric	2 + text	required	CIS – 5S
Court Indicator Code	Pick list	Alpha / Numeric	1 + text	Required	CIS – 5S
Court of Jurisdiction	Pick list	Alpha / numeric	Text	Required	N/A
Docket Number		Alpha / numeric		Optional	N/A
Legal Status	Pick list	Alpha / numeric	2 + text	Required	CIS - 5S
Petition Date		Numeric	10	Required	N/A
Petition Type	Pick list	Alpha / Numeric	2 + text	Optional	N/A
Hearing Date		Numeric	10	Required	N/A
Order Date		Numeric	10	Required	N/A
Order Type / Action	Pick list	Alpha/ Numeric	2 + text	Optional	N/A
Do you wish to refer this case to adoption?	Radio button	Yes/no		Conditional by order type	N/A
Did the order terminating parental rights or the commitment order contain the statement that reasonable efforts were made to return the child?	Radio buttons	Yes / no		Conditional by order type	N/A
Date Mother's parental rights were terminated	Date	Numeric	10	Conditional	AFCARS
Date Father's parental rights were terminated	Date	Numeric	10	Conditional	AFCARS

Appeal filed in this matter?	Radio buttons	Yes / no	1	Conditional	N/A
Appeal resolved?	Radio buttons	Yes / no	1	Conditional	N/A
COMMIT-MENT	INFORMATION				
ELEMENT NAME	DESCRIPTION	TYPE - Alpha, numeric , A/N	SIZE	REQUIRED/ OPTIONAL/ CONDITIONAL	CIS/ ASSIST/ AFCARS/ LICENSING out put doc.
County of Commitment	Pick list	Alpha / numeric	2 + text	Conditional on order type	CIS – 5S
County Charged	Pick list	Alpha / numeric	2 + text	Conditional	CIS – 5S
Commitment date	Date	numeric	10	Required	CIS – 5S
Type of Commitment	Pick list	Numeric	3 + text	Required	N/A
Acceptance Date	Date	Numeric	10	Required	CIS – 5S
Print letter to Payment Reconciliation	Check box		1	Optional	N/A
NEXT HEARING	INFORMATION				
ELEMENT NAME	DESCRIPTION	TYPE - Alpha, numeric , A/N	SIZE	REQUIRED/ OPTIONAL/ CONDITIONAL	CIS/ ASSIST/ AFCARS/ LICENSING out put doc.
Next hearing date	Date	Numeric	10	Optional	N/A
Next hearing time	Time	Numeric	4 + A or P	Optional	N/A
Court report due	Date	Numeric	10	Optional	N/A
COURT ORDERED REQUIRED	STATEMENTS				
ELEMENT NAME	DESCRIPTION	TYPE - Alpha, numeric , A/N	SIZE	REQUIRED/ OPTIONAL/ CONDITIONAL	CIS/ ASSIST/ AFCARS/ LICENSING out put doc.
Court order specify placement?	Radio button	Yes / no		Required	N/a
Print foster parent notification letter?	Check box		1	Optional	N/A

Juvenile Justice Data Elements

ELEMENT NAME	DESCRIPTION	TYPE - Alpha, numeric, A/N	SIZE	REQUIRED/ OPTIONAL/ CONDITIONAL	CIS/ ASSIST/ AFCARS out put doc.
Offense Codes	Pick list	Numeric	3 + text	Conditional	CIS – 5S
Type of Hearing	Pick list	Numeric	3 + text	Required	N/A
Hearing Outcomes	Pick list	Numeric	2 + text	Required	N/A

Adoption Data Elements

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ELEMENT NAME	DESCRIPTION	TYPE - Alpha, numeric, A/N	SIZE	REQUIRED/ OPTIONAL/ CONDITIONAL	CIS/ ASSIST/ AFCARS out put doc.
ADOPTION	INFORMATION				
Please select companion case(s) to be placed for adoption	List of companion case(s)		1	Conditional	N/A
Message: Please enter child's new name					
Last name		Alpha	text	Conditional	N/A
First name		Alpha	text	Conditional	N/A
Middle intitial		Alpha	1	Conditional	N/A
Message: Enter new name for companion case(s) also				Required for companions	N/A
Last name		Alpha	Text	Conditional	N/A
First name		Alpha	Text	Conditional	N/A
Middle initial		Alpha	1	Conditional	N/A

7 HELP MESSAGES

There are to be three levels of help available: Screen, which describes how the process for the current module is supposed to work, Context-Sensitive, which describes a particular data field on the screen, and Status Panel, which offer hints about the field or command button with the current focus.

SCREEN (Section or Module level. Offers an entry point to the big help file.)

CONTEXT-SENSITIVE (“F1”, aka “detail”)

STATUS PANEL MESSAGES (formerly known as “Field Level” and “Baby” before that.)

Module: Legal

Field	New Message
<i>Legal history screen</i>	
Representation (button)	Select to go to representation information
Removal Conditions (button)	Select to go to removal conditions
Add New Petition (button)	Select to add new petition information
Add New Hearing (button)	Select to add new hearing information
Update (button)	Select to update or view hearing information
Cancel (button)	Select to go back without saving changes
Main Menu (button)	Select to go to Main Menu
Representative Information (panel title)	
Representative Summary (history box)	
Accept Rep. Information	Accept existing information on the representative
Update Rep. Information	Update the existing information on the representative
Add New Representative	Add a new representative to the database
Representing	Select case member represented
Representative Type	Select representative type
Representatives	Select representatives
Last Name	Enter last name
First Name	Enter first name
M.I.	Enter middle initial
Street Address	Enter street address
(supplemental street address)	Enter supplemental address, if applicable
City	Enter city
State	Select state
Province	Enter province
Country	Enter country
Zip Code	Enter zip code
(extra zip box)	Enter additional 4 digits, if known
Phone	Enter area code and telephone number
Alt. Phone	Enter alternate phone number
Fax#	Enter fax area code and telephone number
Phone (non-US only)	Enter telephone number
Alt. Phone (non-US only)	Enter alternate telephone number
Started Representation	Enter date representation began (MM/DD/YYYY)
Ended Representation	Enter date representation ended (MM/DD/YYYY)
U.S. Address? – Yes	Select if a U.S. Address
U.S. Address? - No	Select if not a U.S. Address
Clear Fields (button)	Select to clear fields and remain on screen
Cancel (button)	Select to go back without saving changes
Continue (button)	Select to go to next screen

Removal Conditions (panel title)	
Physical Abuse	Select if applicable
Sexual Abuse	Select if applicable
Neglect	Select if applicable
Alcohol Abuse of Parent	Select if applicable
Drug Abuse of Parent	Select if applicable
Alcohol Abuse of Child	Select if applicable
Drug Abuse of Child	Select if applicable
Caretaker's Inability to Cope Due to Illness or Other Reasons	Select if applicable
Child's Disability	Select if applicable
Child's Behavior Problem	Select if applicable
Death of Parent(s)	Select if applicable
Incarceration of Parent(s)	Select if applicable
Abandonment	Select if applicable
Relinquishment	Select if applicable
Inadequate Housing	Select if applicable
Share removal conditions with sibling(s)	Select to share removal conditions with sibling(s)
Cancel (button)	Select to go back without saving changes
Continue (button)	Select to go to next screen
Court Information (panel title)	
County of Referral	Select county in which the original petition was filed
Court Indicator Code	Select the court indicator code
Court of Jurisdiction	Select the court of jurisdiction
Docket #	Enter the court docket number
(supplemental Court of Jurisdiction field)	Select supplemental court of jurisdiction information, if applicable
TG/Primary Legal Status	Select target group/primary legal status
<<Previous (button)	Select to go back without saving changes
Next>> (button)	Select to go to next screen
Petition Information (panel title)	
Petition Date	Enter date worker signed petition (MM/DD/YYYY)
Petition Type	Select the type of petition
Hearing Date	Enter the date of hearing (MM/DD/YYYY)
Order Date	Enter date Judge/Referee signed the order (MM/DD/YYYY)
Order Type/Action	Select the order type
(supplemental Order Type/Action)	Select supplemental order type, if applicable
(supplemental Order Type/Action)	Select supplemental order type, if applicable
Did the order terminating parental rights or the commitment order contain a statement that reasonable efforts were made to return the youth home? - Yes	Select appropriate response
Did the order terminating parental rights or the commitment order contain a statement that reasonable efforts were made to return the youth home? - No	Select appropriate response
Date Parental Rights of Mother Terminated	Enter date parental rights terminated or mother died (MM/DD/YYYY)

Date Parental Rights of Father Terminated	Enter date parental rights terminated or father died (MM/DD/YYYY)
Has there been an appeal filed in this matter? - Yes	Select if there has been an appeal filed
Has there been an appeal filed in this matter? - No	Select if there has not been an appeal filed
Has the appeal been resolved? - Yes	Select if the appeal has been resolved
Has the appeal been resolved? - No	Select if the appeal has not been resolved
Date Resolved	Enter date appeal resolved (MM/DD/YYYY)
Do you wish to refer this case to Adoption? - Yes	Select if case to be referred to Adoption
Do you wish to refer this case to Adoption? - No	Select if case will not be referred to Adoption
<<Previous (button)	Select to go back without saving changes
Next>> (button)	Select to go to next screen
Hearing Information (panel title)	
Type of Hearing	Select type of hearing
Hearing Outcomes	Select hearing outcome
Next Hearing Date	Enter next hearing date (MM/DD/YYYY)
Next Hearing Time	Enter next hearing time
Court Report Due	Enter date the court report is due (MM/DD/YYYY)
Reasonable Efforts?- Yes	Select if reasonable efforts have been made
Reasonable Efforts?- No	Select if reasonable efforts have not been made
Judicial Determination Concerning Child's Welfare? - Yes	Select if there was judicial determination
Judicial Determination Concerning Child's Welfare? - No	Select if there was no judicial determination
Court Order Specify Placement or Type? - Yes	Select if the court order specifies placement or type
Court Order Specify Placement or Type? - No	Select if the court order does not specify placement or type
Print Foster Parent/Caregiver Court Notification Letter	Select to print
<<Previous (button)	Select to go back without saving changes
Continue (button)	Select to go to next screen
Commitment Information (panel title)	
County of Commitment	Select county of commitment
County charged	Select county charged
Commitment Date	Enter commitment date (MM/DD/YYYY)
Type of Commitment	Select type of commitment
Committing Offense Codes	Select offense(s)
Acceptance Date	Enter acceptance date (MM/DD/YYYY)
<<Previous (button)	Select to go back without saving changes
Next>> (button)	Select to go to next screen
Restitution Ordered? - Yes	Select if restitution ordered
Restitution Ordered? - No	Select if restitution not ordered
Victim Rights Notification? - Yes	Select to create victim rights notification
Victim Rights Notification? - No	Select if no victim rights notification
View Offenses -Offense Codes (Subsequent Offenses)	Select to view offense codes
Rearrest Date	Enter rearrest date (MM/DD/YYYY)
Subsequent Offense date	Enter subsequent offense date (MM/DD/YYYY)

[Offense Grid]	Select subsequent offenses
Offense Codes	Select offenses
Is youth paying the restitution? Yes	Select if youth paying restitution
Is youth paying the restitution? No	Select if youth not paying restitution
Next Hearing Location (panel title)	
Court Name	Enter court name
Street Address	Enter street address
City	Enter city
Additional Comments	Enter additional comments
List of victims	Select to view victims list
(Victim Name and Address)	
Last Name	Enter last name
First Name	Enter first name
Street Address	Enter street address
(supplemental street address)	Enter supplemental address
City	Enter city
Province	Enter province
State	Select state
Country	Select country
Zip	Enter zip code
(extra zip box)	Enter additional 4 digits, if known
Phone	Enter area code and telephone number
Phone	Enter telephone number
U.S. Address?- Yes	Select if a U.S. address
U.S. Address? - No	Select if not a U.S. address
Clear Fields	Select to clear fields and remain on screen
Update Victim	Select to update victim information
Add Victim	Select to add victim information
Comments	Select to enter comments
Previous	Select to go back without saving changes
Continue	Select to go to next screen

8 MODULE DEPENDENCIES

The case must be registered before the Legal Section can be accessed.

The only data element that must be entered before this module can be used is the Target Group/Legal Status. This can be entered in the CPS transfer process or in the Add New process.

9 SCENARIOS

The requirements scenarios that call for data entered by this module. This is just a cross reference into the

10 TEST PLANS

The updated test plans written by the Program Office and/or the developer to verify the correctness of the finished application.

11 SOURCE MATERIAL

The following items are included for historical purposes only. The current requirements were derived from this source material, and are, in places, out of date, incorrect, or conflicting.

11.1 Original Requirement

CHILDREN'S SWSS REQUIREMENTS FORM

Assigned Policy Analyst:	Carol Kraklan
Date Received By BuIS:	
Requirement # (from BuIS):	

TOPIC: Foster Care and Adoption Legal Information Amendment II-Obsolete Editions

Previous

Changes have been made to AFCARS definitions and two AFCARS related fields have been deleted. Changes have been made in regard to adoption also. Dismissal of Petition was added to the data elements table, as well as a field to track whether an appeal has been filed in a termination of parental rights order. A field to track Acceptance Date for Permanent Court Wards was also added.

Changes have been made to the Order Type table and the Representative Type table. This changed the Order Type numbers in the attached specifications. Order Type 06 and 07 are now 08 and 09. Order Types 17-20 are now 19-22. The changes have been made within the attached specifications and are bracketed. (See attached Element table.) Also on the Representative screen a Judge and/or Referee does not represent anyone and therefore there must not be a Representing Person for either of these.

The Disposition Date field on the Court Information screen must be removed from the screen. A letter has been developed to send to Payment reconciliation if there is a charge back or if the county charged is different from the county of commitment. If the child is committed to the Agency under ACT 296 a question must ask the worker if they wish to print a letter to Payment Reconciliation. Or if the County Charged is different from the Commitment County another questions must ask the worker if they wish to print a letter to send to Payment Reconciliation. The Help message for County Charged must be changed to, "County that is responsible for charge-back to the state."

Likewise, previously a Foster Care worker had 10 working days to close out the Foster Care case after the child had been placed for Adoption, but this has been changed to 14 calendar days. This also applies to closing the Adoption case after the Adoption has been finalized. (See number 9 and 10 in the attached specifications.) A letter has also been developed to notify the foster parents of an upcoming hearing. A box must be added to the Court Information Screen asking the worker if they wish to print a Foster Parents Court Notification Letter.

Removal Conditions will be keep historically. For each new AFCARS Episode, which will be determined in the Placement screen, the Removal Conditions will need to be filled out again. A new Episode will begin each time a child has been placed inside his own home and then he is once again placed in an out of home placement. (See Placement specifications for further

details.) The Caretaker Structure for each Removal Episode will also be stored with the Removal Conditions. There must be a button that the worker can select that shows them the Primary Caretaker that they were removed from and the Secondary Caretaker, if there is one.

1. BUSINESS PROCESS. Describe the current business process for the requested enhancement. Be specific. Include all forms, documents, letters, and services manual policy related to the procedure. Prior to

the completion of this form, discuss this process with the pilots to determine how this procedure is done in their county. Resolve discrepancies and work out any conflicts with current policy.

Currently in the field Foster Care and Adoption staff maintain a Legal Information section within the case file. There is no systematic way to track the court processes.

2. SWSS INTEGRATION. Describe how this process must be integrated into the SWSS application. If applicable, list preceding and subsequent screens to help define system flow. Also include a flow chart whenever possible.

Within Foster Care and Adoption the Legal Information section will be a separate icon within the flow. This will come after School Information and before Funding Determination.

Within the Legal Information icon there will be three sub-icons for the worker to choose from. These will be:

Court Information
Representation Information
Removal Conditions Information

3. DATA ELEMENTS. List and define each input element. Include tables when applicable. If available, use CIS or PSMIS definitions. *Use Word document DATAFRM.DOC. Attach completed document to this form.*

See attached Element Description tables and policy bulletins.

4. EDITS. List all; field and cross field edits desired, i.e., acceptable values for each field and how these values affect other fields on this screen or on other screens.

Element Name	Edit Description
Court Indicator Code	New CIS Edits (See attached policy bulletin)
	1421-Court Indicator Code Must be Entered as 1 Through 7 or A Through K
	1422-Court Indicator Code Required for Target Groups 40-52
	1425-Do Not Enter Court Indicator Code for Target Group 43 or 49 With Living Arrangement of 4.
Other Edits are included within the attached screens.	

5. OUTPUTS. Describe any reports, mainframe updates, or other system outputs associated with this request. Please include examples of each.

Court Indicator Code in a Foster Care Case will print on the FIA-133 box 65 and on the FIA-5S box 12. This code is not used in Adoption. Primary TG/Legal Status will also print on the FIA-133 box 64 and the FIA-5S box 11. Secondary TG/Legal Status will not print out on these forms.

6. TRAINING ISSUES*. Describe any procedures contained in these specifications that have been identified as possible training issues.

Training issues for AFCARS related fields will be a big issue for training. As AFCARS definition very often do not fit with the way workers are used to thinking. The AFCARS related fields are: (See attached specification for definitions.)

Date Parental Rights of Mother/Father Terminated
Date of Most Recent Periodic Review (Therefore it will be imperative that workers enter court hearing on a timely basis.)
Date Adoption Legalized

All of the Removal Conditions

The Secondary TG/Legal Status will be a new field that workers are not familiar with. It will need to be emphasized that this field is for tracking purposes only and will not be used to report to CIS or CSMIS.

ADC-FC questions will need to be explained to workers that these will need to be filled out for each order that they receive and that doing so will help in determining ADC-FC eligibility.

Petition Type and Order Type are also new terms and tables that workers are not using now.

7. TESTING ISSUES*. Describe any special situations, changes or functions that will require additional testing as a result of these specifications.

All edits will need to be tested thoroughly.

8. POLICY ISSUES*. Describe any policy issues that arose as a result of these changes.

There were several issues regarding AFCARS fields and definitions that arose, but which are now resolved.

Foster Care policy will need to be changed to reflect these AFCARS definitions.

9. DEPENDENCIES. List any dependencies. Include conversions.

TG/Legal Status will need to be converted from the 5-S box 11 will need to be converted into the Court Information Screen in the field entitled "TG/Primary Legal Status." County of Commitment, Commitment Date, Acceptance Date will also need to be converted from the 5-S.

ADC-FC Eligibility questions will also need to be asked if the TG/Legal Status is 41, 44, 46. An explanation is attached in my specifications.

10. SIGNATURES

	Signature	Date
Policy Analyst:		
Policy Supervisor:		
BuIS Analyst:		

*Revised on 12/12/96

REQ LA

**CHILDREN'S SWSS
REQUIREMENTS FORM**

Assigned Policy Analyst:	Carol Kraklan
Date Received By BuIS:	4-15-98
Requirement # (from BuIS):	L-3

TOPIC: Delinquency Legal Information Amendment II-Obsolete Previous Editions

Changes have been made to AFCARS definitions and two AFCARS related fields have been deleted. Dismissal of Petition was added to the data elements table, as well as several Offense Code. These new Offense Codes also map to the sex offense crimes for which a person must register with the police.

1. BUSINESS PROCESS. Describe the current business process for the requested enhancement. Be specific. Include all forms, documents, letters, and services manual policy related to the procedure. Prior to the completion of this form, discuss this process with the pilots to determine how this procedure is done in their county. Resolve discrepancies and work out any conflicts with current policy.

Currently in the field Delinquency staff maintain a Legal Information section within the case file. There is no systematic way to track the court processes.

2. SWSS INTEGRATION. Describe how this process should be integrated into the SWSS application. If applicable, list preceding and subsequent screens to help define system flow. Also include a flow chart whenever possible.

Within Delinquency the Legal Information section will be a separate icon within the flow. This will come after Relatives/Other Persons screen and before the Structured Decision Making screens.

Within the Legal Information icon there will be three sub-icons for the worker to choose from. These will be:

Court Information
Representation Information
Removal Conditions Information

Changes have taken place in the attached specifications.

Ref 28

- The Delinquency Program is now called the Juvenile Justice (JJ) program, therefore all references to the Delinquency Programs should from here on out be referenced as the Juvenile Justice Program.
- Changes in the attached specifications document are marked with ***by the changed data and the changes are in capital letters.
- AFCARS Manual definitions are not attached to this document-see previous specifications for details.
- The specifications also change when the boxes regarding Dates of Termination of Parental Rights on the Mother and Father are asked. Please see inside for details.
- ✓• There are now three Order Type fields that can be entered on the Legal screen per Hearing Date.
- ✕• The Disposition Date field on the Legal screen has also been taken off.
- ✕• Order Type of Transfer to Department of Corrections (DOC) has also been added.
- ✕• Also on the Representative screen a Judge and/or Referee do not represent anyone and therefore there should not be a Representing Person for either of these.
- ✕• PA-Prosecuting Attorney and AG-Attorney General have also been added to the Representative Type table.
- ✓• Two letters have been developed to send to payment reconciliation. If there is a Charge Back county or if the County Charged is different from the County of Commitment a question should ask the worker if they wish to print the letter to payment reconciliation. (See attached letter.)
- ✕• If the child is Committed to the Agency under ACT 296 a question should ask the worker if they wish to generate a letter to send to payment reconciliation. (See attached letter.)
- ✓• The Help Message for the County Charged field should be changed to, "County that is responsible for charge-back to the state."
- ✕• A letter is attached that notifies the foster parent of an upcoming hearing. A box should be added to the Court Information screen, which asks the worker if they wish to print a Foster Parent Court Notification Letter.
- Removal Conditions will be stored historically. For each new AFCARS Episode, which will be determined in the Placement screen, the Removal Conditions will need to be filled in again. A new Episode will begin each time a child has been placed inside his own home and then s/he is once again placed in an out of home placement. (See Delinquency Placement Specifications for details.)
- The Caretaker Structure for each Removal Episode will also be stored with the Removal Conditions. There should be a button that the worker can select that shows them the Primary Caretaker that they were removed from and the Secondary Caretaker if there is one.

There are also new Legal Status codes that are attached. These codes are valid for the Juvenile Justice program or in the situation where a child is placed for Adoption

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and a Juvenile Justice case is open at the same time. The dual Legal Status codes were created to reflect those situations where a child has two Legal Statuses. In the case of a Foster Care and a JJ Legal Status, the case would become a JJ case and therefore the Legal Statuses 90-94 are only valid for JJ. The Foster Care Worker could be added to the JJ case as a Secondary Worker and they would be able to update the Foster Care Legal Information if necessary. There is a memo from Mary Ann Jensen attached to these specifications regarding these changes.

If an Active Foster Care Case becomes a Juvenile Justice Case but court jurisdiction remains under the Neglect statute, the Foster Care Case will be closed using closing code 17-Closed to Neglect, Open to Juvenile Justice. The Juvenile Justice Case will be Registered using a Juvenile Justice Legal Status, but the Legal Status in the Legal Information will be convert in SWSS to either a 90-94. The Juvenile Justice Case would not be opened until such time that the Foster Care Case was closed. The Foster Care Worker would become the Secondary Worker on the Juvenile Justice Case. This will enable the Worker to keep track of the Foster Care Legal information but only maintain one Case on SWSS. On the Juvenile Justice Legal Screen there should be an option button on the Screen that is prefilled with Juvenile Justice, but can be changed to Foster Care. If the option is selected as Juvenile Justice, the court information should be updated for the Juvenile Justice Case. If the Worker chooses Foster Care, the Legal Information would ~~Foster Care Case~~. This situation would be applicable where the youth was a Foster Care Case and then became a Juvenile Justice Case and also with Dual Wards, Legal Status/TC 52 and 90-94. Foster Care Legal could be updated indefinitely if the court does not relinquish jurisdiction or the youth is a Dual Ward. The Juvenile Justice Worker would only be able to update the Juvenile Justice Legal Information and the Foster Care Legal Information would be display only and vice versa. (See *System Flow Specifications* for more details.)

This capability would only be available if the Juvenile Justice Case was prefilled from a Foster Care Case or when there was a Juvenile Justice and Adoption case open at the same time. (See below.)

/

<input checked="" type="radio"/> JUVENILE JUSTICE HEARING	<input type="radio"/> FOSTER CARE HEARING
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Occasionally a youth in an adoptive placement will become a Delinquent and the Adoptive Parents will not want to rescind the Adoption. If this happens both the Adoption and Delinquency Cases will be Open on CIS. The Delinquency Worker will be the Primary Worker and the Adoption Worker will be the Secondary Worker. SWSS will have only one Case Open with a Legal Status of either 95 or 96. The Worker would be able to add a Delinquency Case from the Adoption Case with a dual Legal Status. Delinquency SDM would dictate Placement and only the Delinquency Worker could enter a Placement. Both Adoption and Delinquency

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Legal Information would be able to be updated by each respective Worker. (See above option button.) The Adoption Worker would maintain the "Adoption" specific Screens and the Delinquency Worker would control all others. These Screens would be display only for the Adoption Worker. A 133a and 5-S would need to be generated for both Cases. How would this be done if something changed on the youth's Case and the Delinquency Worker changed it on CIS but what if the Adoption Worker did not? Does CIS know to update both Cases?

If after sometime, before the Adoption is Finalized, the Adoptive Parents decided they want to disrupt the Adoption, the Adoption Worker would enter an Order Type of 16-Petition Dismissed with and Order Date.

This action Closes the Adoption Case. A notification would need to be sent to the Delinquency Worker telling him/her that the Adoption had been disrupted and that the child's name had changed and that the Delinquency Worker would need to change the youth's Legal Status. The message would need to tell the Delinquency Worker that the youth was either a MCI Ward or a Permanent Court Ward. The Legal Status on the Delinquency Case needs to reflect the Neglect Legal Status. A 5-S would need to be submitted to CIS for this change and the name change would need to be sent to ASSIST. The name automatically changes back to the original name. The Commitment County's Supervisor is also notified. The Commitment County could enter a Foster Care Worker to the Delinquency Case as a secondary Worker.

In actuality, a Dual Legal Status 52 can be referred to Adoption but this process will not be included in the first release of Foster Care, as it almost never happens. (For more details, please see System Flow Specifications.)

3. DATA ELEMENTS. List and define each input element. Include tables when applicable. If available, use CIS or PSMIS definitions. Use Word document DATAFRM.DOC. Attach completed document to this form.

See attached Element Description tables and policy bulletins.

4. EDITS. List all; field and cross field edits desired, i.e., acceptable values for each field and how these values affect other fields on this screen or on other screens.

Element Name	Edit Description
Court Indicator Code	New CIS Edits (See attached policy bulletin)
	1421-Court Indicator Code Must be Entered as 1 Through 7 or A Through K
	1422-Court Indicator Code Required for Target Groups 40-52
	1425-Do Not Enter Court Indicator Code for Target Group 43 or 49 With Living Arrangement of 4.
Other Edits are	

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included within the attached screens.	
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5. OUTPUTS. Describe any reports, mainframe updates, or other system outputs associated with this request. Please include examples of each.

Court Indicator Code will print on the FIA-133 box 65 and on the FIA-5S box 12.
TG/Legal Status will also print on the FIA-133 box 64 and the FIA-5S box 11.
Commitment Offense will print out on the FIA-133, item 76 and on the 5-S box 53.
Rearrest Date will print out on the FIA 5-S in box 62. It is called Arrest Date on the 5-S.
County of Commitment will print out on the 133 in field 74 and on the 5-S in box 51.
Commitment Date will print out on the 133 in field 75 and on the 5-S in box 52.
Acceptance Date will print out on the 133 in field 78 and in box 55 on the 5-S.

6. TRAINING ISSUES*. Describe any procedures contained in these specifications that have been identified as possible training issues.

Training issues for AFCARS related fields will be a big issue for training, as AFCARS definitions very often do not fit with the way workers are used to thinking. The AFCARS related fields are: (See attached specification for definitions.)

Date Parental Rights of Mother/Father Terminated
Date of Most Recent Periodic Review (Therefore it will be imperative that workers enter court hearing on a timely basis.)
All of the Removal Conditions

ADC-FC questions will need to be explained to workers that these will need to be filled out for each order that they receive and that doing so will help in determining ADC-FC eligibility.

Petition Type and Order Type are also new terms and tables that workers are not using now. Type of Hearing and Hearing Outcomes are also new terms to Delinquency workers and fit closely with Petition Type and Order Type definitions.

7. TESTING ISSUES*. Describe any special situations, changes or functions that will require additional testing as a result of these specifications.

All edits will need to be tested thoroughly.

8. POLICY ISSUES*. Describe any policy issues that arose as a result of these changes.

There were several issues regarding AFCARS fields and definitions that arose, but which are now resolved.

2-f

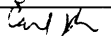
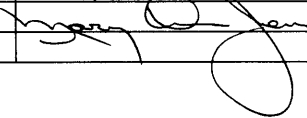
Delinquency policy will need to be changed to reflect AFCARS definitions.

9. DEPENDENCIES. List any dependencies. Include conversions.

TG/Legal Status will need to be converted from the 5-S box 11 will need to be converted into the Court Information Screen in the field entitled "TG/ Legal Status." County of Commitment, Commitment Date, Acceptance Date will also need to be converted from the CIS. Court Indicator Code will need to be converted. Commitment Offense and Rearrest Date (Arrest Date) will also need to be converted.

ADC-FC Eligibility questions will also need to be asked if the TG/Legal Status is 46 or 52. An explanation is attached in my specifications.

10. SIGNATURES

	Signature	Date
Policy Analyst:		4-15-98
Policy Supervisor:		4-15-98
BuIS Analyst:		

*Revised on 12/12/96

11.2 Memos and E-Mails

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director
SWSS Project

Date: December 20, 1999

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Legal Module Documentation - Addendum 4

THIS MEMO REPLACES THE DECEMBER 20, 1999 ADDENDUM 3 MEMO. (There was already an addendum 3.)

Further discussions with development staff have led to the need to clarify the October 27, 1999, November 12, 1999 and December 9 and 15, 1999 memos on this subject. We believe the following requirements need revision:

1. A new requirement is needed: The court order questions required for Funding Determination are not to be shared with companion cases. They must be answered for each individual child.
2. A new requirement is needed: If the petition type is a Request for Writ, the living arrangement code must be AWOL.
3. Payment Requirement PA-3.8.2 needs to be included in this module: If the child's legal status is 46, 52, 92, or 93 and s/he is age 19 or older, there must be a court order extending jurisdiction until age 21.
4. LE-2.2 add "...*and the eligibility code to 6*" at the end of the requirement.
5. LE-4.22 is a duplicate of LE-2.2. LE-4.22 can be deleted.
6. LE-2.9 is a duplicate of LE-2.4. LE-2.9 can be deleted.
7. LE-2.11 is a duplicate of LE-4.9. LE-2.11 can be deleted.
8. LE-2.19 add '.....*except for OTI and PSI cases*' at the end of the requirement.
9. LE-2.22 add '.....*unless one of the following applies: the hearing type is 405, the outcome is 21 or 23, the order type is 11, 26 or 27, or the legal status is OTI or PSI*' at the end of the requirement.
10. LE-4.9.2 is a duplicate of LE-4.14. LE-4.9.2 can be deleted.
11. LE-4.20 needs to be changed to include Legal Statuses 45 and 91-94 in the first sentence.
12. LE-4.23 is a duplicate of LE-2.40. LE-4.23 can be deleted.
13. LE-4.30 is a duplicate of LE-4.18. LE-4.30 can be deleted.
14. LE-4.32 is a duplicate of LE-4.37.2. LE-4.32 can be deleted.
15. The requirement in LE-4.38 is also included in LE-2.29. Thus, LE-4.38 is a duplicate and can be deleted.
16. LE-4.42 is a duplicate of LE-2.12. LE-4.42 can be deleted.

Please let me know if you need additional information.

cc: Carol Kraklan
Sue Doby
Phil Rock
Nancy Presocki

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director
SWSS Project

Date: December 15, 1999

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Legal Module Documentation - Addendum 3

Further discussions with development staff have led to the need to clarify the October 27, 1999, November 12, 1999 and December 9, 1999 memos on this subject. We believe the following requirement needs revision:

17. LE-1.??: The following data element was not included in the screen requirements (it is on the screen), For Juvenile Justice cases, type of hearing.
18. LE-1.??: The following data element was not included in the screen requirements (it is on the screen), For Juvenile Justice cases, hearing outcomes.
19. LE-2.22.1 is not clear. It needs to be reworded to say "For Juvenile Justice cases, when adding a new hearing or petition, if there is an existing 'Next Hearing' date that is in the future, prefill the next hearing date and time, for the new hearing, with that date and time.
20. LE-2.66 needs to be reworded to say "..., an order type of 'Commitment' must ~~have been~~ **be** entered.
21. LE-2.67 needs to be reworded to say "***If an order type of 9, Commitment, is being entered, the legal status must be*** 44 (MCI Ward), 45"
22. LE-4.10 needs the following addition "~~ADC-FC Eligibility~~ ***Funding determination*** questions.....legal statuses except ***Court Ward-adoptive supervision (43)***, OTI, PSI....."
23. LE-4.19 can be deleted once the change is made in LE-4.10. It's redundant.
24. LE-4.55 can be deleted once the change is made in LE-4.10. It's redundant.
25. LE-4.65 the reference to another requirement is wrong. It should be ***LE-4.56*** (not 4.55).

Please let me know if you need additional information.

cc: Carol Kraklan
Sue Doby
Phil Rock
Nancy Presocki

5.1.1 Addendum 2

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director
SWSS Project

Date: December 9, 1999

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Legal Module Documentation - Addendum 2

Further discussions with development staff have led to the need to clarify the October 27, 1999 and November 12, 1999 memos on this subject. We believe the following requirement needs revision:

26. LE-4.36.4 needs to be changed to read: "Change child's name, SSN, client id, *legal status* and case number....."

Please let me know if you need additional information.

cc: Carol Kraklan
Sue Doby
Phil Rock
Nancy Presocki

5.1.2 11.2.1 Legal Module Addendum Regarding Adoption

To: Sue London, Director
From: Mary Ann Jensen, Consultant

Date: 11-12-1999

Re: Legal Module Addendum

Further discussions with development staff have led to the need to clarify the October 27, 1999 memo on this subject. We believe the following requirements are needed:

When a case meets all the necessary conditions to be referred to adoption, the user must be presented with a list of adoption supervisors which serve the county in which the case is located.

The user must select the adoption supervisory unit to which the case is to be referred.

Please let me know if you need additional information.

cc: Carol Kraklan
Sue Doby
Phil Rock
Nancy Presocki

5.1.3 Legal Module Documentation

To: Sue London, Director
October 27, 1999
SWSS Project

From: Mary Ann Jensen, Consultant

Subject: Legal Module Documentation

We have carefully reviewed the User Requirements document on the October 5, 1999 Legal Module Document (printed October 5, 1999) and have the following clarifications:

1. Page 3, Opening, 5th paragraph: Change 2nd sentence to read “This *also* can be done at any later time, *but a termination must this type petition type and date must be entered on the legal screen.*”
2. Page 3, Opening, last paragraph, last sentence: Change to read “A tickler is generated if ~~this~~ *the next hearing date and time are* is entered.
3. Page 3, Add new information, 3rd sentence: Change to read “.... a Hearing are entered ~~here~~ *under New Hearing or Update Hearing.*”
4. Page 6, 1st dot point: Insert an additional detail between #2 and #3: There are 3 questions regarding contents of the court order(s) which must be answered: Court ordered a specific type of placement, Judicial Determination concerning child’s welfare, and Judicial determination of reasonable efforts.
5. Page 6, paragraph which begins “For Juvenile Justice”: Item #2 add after “...a TG/LS of 46 *or a dual legal status which includes an Act 150 commitment* was entered.....”
6. Page 6, paragraph which begins “For Juvenile Justice”: Change the #6 to 4 and ‘c’ to ‘a’.
7. Page 6, 2nd dot point: #1 add “....Specific Placement, *Judicial determination concerning child’s welfare, judicial determination regarding reasonable efforts, Victim’s Rights Notification,....*”
8. Page 6, 2nd dot point: Change #4 to read “...on this fourth screen is ~~a sexual offender code~~ *for certain sexual offenses* then a question....”
9. Page 6, 2nd dot point: Change #5 to #8.
10. Page 6, 2nd dot point: Insert a new #5 as follows “*If Restitution has been ordered, the question ‘Is restitution being paid?’ will be asked on updates after opening.*”
11. Page 6, 2nd dot point: Insert a new #6 as follows “*For certain offenses, the question ‘Has a DNA profile been done?’ will be asked.*”
12. Page 6, 2nd dot point: Insert a new #7 as follows “*The opportunity to print the FP/Caregiver Notification letter will be available.*”

Legal Module Documentation
October 27, 1999
Page -2-

13. Page 7, last paragraph under System Flow: Add at the end ***“for foster care and Adoption programs only.”***
14. Page 9, LE-1.2.12: Add at the end ***“(based on petition type)”***
15. Page 9, LE-1.2.14: Add ‘sub’ requirements as follows:
 - LE-1.2.14.1: Termination dates may occur at different times for each parent; must allow separate entry of these dates.
 - LE-1.2.14.2: Child’s legal status can not be changed to Permanent Court Ward or MCI ward until the parental rights of both parents have been terminated.
 - LE-1.2.14.3: The date of a parent’s death is to be entered in this field if the parent has died.
16. Page 11, LE-2.13: Change to read “For each new ~~re-arrest~~ ***adjudication/conviction*** on a JJ case....”
17. Page 12, LE-2.22.1: Add at the end ***“...with the ability to change.”***
18. Page 12, LE-2.18: Add Legal Status ***“94 MCI State Ward –44 and Delinquent Court Ward – 40)”***
19. Page 12, LE-2.30: Add at the end ***“...unless both parents are deceased.”***
20. Page 15, LE-2.63: Delete ‘Court Ward-Supervised Adoption’
21. Page 17, LE-3.7: Add new ***LE-3.7.2: Prior to de-escalation/release/discharge, youth with certain offenses must have DNA profile.”***
22. Page 17, LE-4.1: Do not delete the NOTE.
23. Page 18, LE-4.9: Add “...of parental rights (***or the date of death***) data fields....”
24. Page 18, LE-4.10: Change to read “ADC-FC Eligibility questions ~~must will need to~~ be asked ***for all Foster Care and Juvenile Justice legal statuses except OTI,PSI and non-wards*** if the legal status is “Permanent Court Ward”, “MCI Ward”, or “St Ward-~~Del ACT 150”~~ (more to come from other memos)
25. Page 20, LE-4.34.1: Change to read “....child’s ~~new~~ ***adoptive*** name.”
26. Page 20, LE-4.34.3: Change to read “...current ***foster care*** placement.”
27. Page 20, LE-4.34.4.1: Change to read “...order (***18 – Order placing child after release/consent***) date.”
28. Page 20, LE-4.34.5: Change to read “...the ***foster care*** goal status code...”
29. Page 21, LE-4.36.2: Add “...placement (***Close date is the Dismissal Order date***).”
30. Page 22, LE-4.40: Add “...rearrested and ~~has~~ ***adjudicated/convicted for a new*** offense...”
31. Page 22, LE-4.41: Add “..Once answered ***with a ‘yes’***, it doesn’t need to be displayed again ***unless a new removal petition is entered.”***
32. Page 24, LE-4.63.1: Add new ***LE-4.63.1.6: Escalation.***
33. Page 24, LE-4.64: Add the ***dual legal statuses of 52 and 90-94.***
34. Outstanding Issue #2: For disrupted adoption cases, the Foster Care case goes to an unregistered state so that companionation can occur if appropriate.
35. Outstanding Issue #5: The dual legal statuses of Court Ward-supervised adoption/delinquent court ward (95) and Court Ward-supervised adoption/Act 150 state ward (96) will not be implemented in the first release.

Please let me know if you need additional information.

cc: Carol Kraklan Phil Rock Sue Doby Nancy Presocki

11.2.2 Adoption Clarification & Legal

From: Mary Ann Jensen
To: DSS2.CFS1(KRAKLANC2), DSS.BUIS(CORKWELLB)
Date: 8/4/99 12:50pm
Subject: adoption clarification & legal -Reply

The 6/8/99 memo, second page, was describing the procedures for a disrupted adoption (i.e., the child had been placed in the adoptive home). However, your questions raised the possibility of another scenario. So, we have two issues to resolve.

The **order** types should be attached to **petition** type "11".

Adoption Disruption (order type 30) would be a new entry after order types 17, 18 and/or 19 had been entered. (Do not delete these order types, just add a new order type. There would be a new order date but not necessarily a new hearing date.) In that case, yes, you require the user to change the legal status to his previous legal status, put the child's old identity back, close the adoption case (generate 5s), and register (generate 133a) and reopen (generate 5s) the foster care case. (Do not show the case in an unregistered state on SWSS.)

Dismissal of Petition (order type 12) is used if order types 17, 18 and/or 19 have **not** been entered. The child has not been placed in the adoptive home. His/her legal status has **not** been changed to 43; it's still the foster care legal status. Thus, there is no need to go through all the steps that are needed under Adoption Disruption.

Let me know if this helps, or if I confused you more.

>>> Bonnie CORKWELL 07/31/99 11:22am >>>
I'm finishing this up but need to have something clarified.

On the memo of 6/8/1999, second page, where it states "When an adoption petition is dismissed", is this a disruption (order type 30) or something different such as order type 12 (dismissal of petition)?

Would the adoption petition be the one with order types 17,18, and/or 19 entered on it?


Do I need an edit requiring the worker to change the legal status to 41 or 44, if entering the order type for dismissal?

5.1.4 SWSS Changes for Wayne JJ Block Grant

MEMORANDUM

To: Nancy Presocki, Manager
SWSS Development Team

Date: July 6, 1999

From: Mary Ann Jensen,  Consultant
SWSS Policy

Subject: SWSS Changes for the Wayne County Juvenile Justice Block Grant

The Wayne County Juvenile Justice Block Grant will come into being on October 1, 1999. A Service Request (#200141) has been submitted identifying changes needed to CWFIS to implement this block grant. The following items from that request are also necessary in SWSS for **Wayne County cases only**:

1. In the Foster Care Module, eliminate the payment authorization edit to permit fund source 3 authorizations. This will allow state payments for foster care board and care (FIA-626) and non-scheduled payments (FIA-634) for target Group/Legal Status codes 41 and 42.
2. In the Juvenile Justice Module, add a new edit to permit **no** new openings (defined as commitment date on or after 10/01/1999) for Target Group/Legal Status codes 40, 46 and 52.

FOSTER CARE MODULE:

In addition to change #1 above, modifications are needed in the LEGAL and PAYMENT Sections of the Foster Care Module to handle those children with dual foster care and delinquency legal statuses (TG/LS codes of 52, and 90-96). The foster care module must remain **open** for these legal statuses until one of the following occurs:

1. TG/LS 90-92: the child has been discharged from the neglect status by the court.
2. TG/LS 52, 93 and 94: the MCI ward has reached age 19.
3. TG/LS 95 and 96: the adoption has been finalized. If the adoption disrupts, the TG/LS reverts to 52 or 91 and the rules in #1 or #2 above apply.

All case management information in the foster care module must be accessible and updateable **except** for payment. At the time the TG/LS changes to a dual legal status, a pop-up message should appear directing the worker to the PAYMENT Section to close the payment authorization if one is active.

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5.1.5 Funding and Payment Pre-Fill

From: Mickey Hadick
To: DSS2.CFS1(KRAKLANC2)
Date: 6/17/99 3:14pm
Subject: Funding and Payments PREFILL -Reply -Reply -Reply -Reply

That will be fine. In fact, I prefer it, because now it won't be my problem. I was trying to solve it, but only so far as I don't make things worse.

>>> Carol Kraklan 06/17/99 02:59pm >>>
I'm sorry, but why can't we specify the data as read only?

It's in the specs :) (Sorry, I could help myself on that one.)

>>> Mickey Hadick 06/17/99 02:53pm >>>
When doing a prefill of a new case, in order to show the funding and payment information in the new case we will have to make a copy of the old funding and payment records, and write them out with the new log id. This is sort of cheating, and there won't be any specific way for us to designate the copied data as READ ONLY. It will be as if the worker entered the data. So the problem, if there is one, is that we are shortcutting things by copying the data.

>>> Carol Kraklan 06/17/99 02:49pm >>>
I'm not understanding what the problem is?

>>> Mickey Hadick 06/17/99 02:45pm >>>
Jim has raised concern that copying the payments and funding records from a previous case into a new, resurrected prefill case will scew the reality of the situation. I have to copy them because there is no mechanism to review a source case that was used to prefill a given case. Make sense?

So, do you think it will scew things to just copy them from the old to the new?

It's not an issue with Legal, Placement, Education, and Medical stuff because the modules were written to retrieve everything associated with the person, and any new prefill cases inherit the old case data.

CC: bonnie, paula, jim

5.1.6 Secondary Worker Read/Change Data Status



LEGAL 15

==

From: Carol Kraklan
To: FisherD
Date: 6/8/99 9:23am
Subject: secondary worker -Reply

View only, to be consistent with CIS. The exception is if the case is assigned adoption and the secondary worker is the adoption worker. If they are the adoption worker, they have access to Legal, adoption activity and MARE.

>>> David Fisher 06/08/99 09:15am >>>

I am being lazy by not searching further but can you tell me in the following situation what a Secondary Worker should be able to do. A family moves to the County next door and that County is asked to do courtesy supervision for the foster care case. The new County's Worker is put on as Secondary Worker. Is that new County Worker a view only as Secondary or is there something they should be able to change?
Thanks for the help!

5.1.7 Shortened Description of 3 Offense Codes

From: Mary Ann Jensen
To: DSS.BUIS.CORKWELLB
Date: 6/8/99 11:02am
Subject: better late than never -Reply -Reply -Reply

We have shortened the following three offence code descriptions to get them within 84 characters. If that doesn't work or we missed some, let me know and we will try to shorten them more.

320: Malicious Destruction of Property > \$100 (include building, fire & police property)

323: Carrying Concealed Weapon (also poss pistol in mv, blkjack, explosive, incndry dev)

418: Improper Possession of Firearm in Motor Vehicle (including poss of a switchblade)

>>> Bonnie CORKWELL 06/03/99 08:42am >>>
only about 54 but if you have time, come up and let's see if we can rearrange the screen layout a little and get a couple more characters.

CC: KRAKLANC2

5.1.8 Removal Conditions

From: Carol Kraklan
To: DSS.BUIS.CORKWELLB
Subject: removal conditions -Reply

AFCARS does not keep a history of removal conditions for reporting purposes, therefore the worker could change them at any time during an episode. The CPS worker may not have entered them correctly and the foster care worker may want to change them. We did not prevent them from doing so. You are correct the only time that they must enter removal conditions is in the event of a new episode.

>>> Bonnie CORKWELL 06/05/99 10:08am >>>
Karlana entered on the error log about being able to enter/remove removal conditions for an active case without a new removal petition. I don't prevent the user from doing anything to removal conditions - should I? If they're in corrections mode, they can do what they want and same for regular mode. The only thing I do is if the case is active and its a new episode, I make them enter new removal conditions before leaving legal otherwise they can do whatever they want. Thanks

CC: JENSENM2

5.1.9 Display of M/F Termination of Rights Date

From: Carol Kraklan
To: DSS.BUIS(CORKWELLB)
Subject: dual legal status 52 question -Reply

If it is easier to display them with the commitment stuff petition only that is fine. As long as they are there.

>>> Bonnie CORKWELL 05/18/99 05:25pm >>>
I don't think I have the display working correctly for mother/father termination dates - do you want to see them everytime the worker adds a new petition or new hearing? They are displayed currently and are disabled but I'm wondering if they should only display if its the petition with the commitment "stuff". Thanks.

5.1.10 LS 51 and Funding Eligibility

From: Mary Ann Jensen
To: DSS2.CFS1(KRAKLANC2), DSS.BUIS(PALMATIERP)
Date: 5/7/99 3:47pm
Subject: Legal Status 51 and Funding/Eligibility - Reply - Reply - Reply
- Reply

Not for Legal Status 51.

>>> Paula PALMATIER 05/07/99 01:40pm >>>
So ... do we hard code anything eligibility code 6?

>>> Carol Kraklan 05/07/99 01:25pm >>>
Sounds good to me. Sorry Paula!

>>> Mary Ann Jensen 05/07/99 12:35pm >>>
Carol, I think the 'no court order' section gives the choice of "Former MCI ward" for those youth who are between 19 and 20. It might be simpler for all if we allow access to funding for all legal status 51 cases. What do you think?

>>> Carol Kraklan 05/07/99 12:13pm >>>
We messed up!!! In the memo titled Eligibility Code and dated 4 - 5- 99 we stated that legal status 51 does not have access to funding and that the eligibility code should be hard coded as a 6. This is not always true!!!

Legal Status 51 should have access to funding, except for youth over the age of 19. There will be no court order information entered for the youth if the legal status is 51.

If the youth is over the age of 19 access to funding is denied and the eligibility code should be hard coded as a 6.

I'm sorry about this. I hope this has not caused too much of a problem. Please let me know if you have any questions.

Thank you.

CC: DSS.BUIS(CORKWELLB, REDMANS),

5.1.11 LS 44 Can Change to 51

From: Carol Kraklan
To: DSS.BUIS (CORKWELLB)
Date: 4/26/99 8:58am
Subject: error log# 2275; old vs new legal -Reply

A 44 can be changed to a 51.

The solution may be to not allow the worker to change a converted legal status on case registration. They would have to go into legal and enter it there. What do you think?

>>> Bonnie CORKWELL 04/25/99 03:57pm >>>
On the edit table, the only 2 checked for 44 being able to switch to is 42 and 43, should 51 be valid also?

Also, when the status changes in registration, the court order data isn't being updated (this would be the "stuff" converted in) are you expecting that it should? I've fixed legal to allow the current petition/hearing to be changed to the new legal status (from 44 to 51 in this case); had the option to add new petition been selected, the new legal status (51) would have prefilled. Is this as clear as mud? If I haven't explained it very well, let me know.

5.1.12 Appeal of Termination Question

From: Carol Kraklan
To: DSS.BUIS(CORKWELLB)
Date: 4/26/99 8:56am
Subject: question on appeal of termination of parental rights -Reply

You should show the appeal question for legal status 41 or 44 with either order type 08 or 09. You don't need to display it for legal status 46 with order type 09.


>>> Bonnie CORKWELL 04/25/99 12:47pm >>>
I only show the appeal question if there is an order type 8 - Termination of parental rights. Should I be showing when there is an order type of 9 - I show the "date rights terminated" but not the appeal.

5.1.13 OTI Cases in SWSS

MEMORANDUM

To: Nancy Presocki, Manager
ITMS-SWSS

Date: April 22, 1999

From: Mary Ann Jensen, Manager 
SWSS Policy

Subject: OTI Cases within SWSS

Michigan is not required to report AFCARS for OTI cases. This is the responsibility of the sending state. OTI cases are legal status 47-Juvenile Justice, 48-Neglect (foster care) and 49-Adoption. The current screens within SWSS contain AFCARS elements. Depending upon the type of case, many of these fields are not required, but it would be difficult if not impossible for workers to differentiate between fields that are required and fields that are not required. The policy office believes that unnecessary fields within SWSS should not display on the screen. In order to make the process easier for workers we are asking that the following field not display on the screens for OTI cases.

Child Data

- Native American Question, and Tribal Information
- Previously Adopted
- Birth Certificate Received or Applied For (Already taken off)
- Social Security Card Received or Date Applied (Already taken off)
- Bio-mother and father unknown and No Known Relatives

Member Information

- Governmental Benefits
- Mother Married at the Time of Birth
- At the time of initial removal, was child living with this person?
- Primary and Secondary Caretakers and Caretaker Family Structure
- Did this person have legal custody of the child before removal?

Thank you for your time and attention to this matter. Please contact me if you have any questions.

cc: Sue London
Sue Tones
Phil Rock
Carol Kraklan

5.1.14 List of Courts

From: Mary Ann Jensen
To: DSS2.CFS1(KRAKLANC2), DSS.BUIS(CORKWELLB)
Date: - 4/12/99 9:12am
Subject: courts -Reply

As long as we can add the options mentioned in my 3/19/99 EMail:

_____ Tribal Court
_____ District Court
Out of State Court

I think we can make it the list users have to live with. I'm attaching a new spreadsheet. We only have missing circuit courts for two counties. Hopefully, these will be 'found' this week.

>>> Bonnie CORKWELL 04/12/99 08:46am >>>
next time conversion is run and your database is wiped clean, I plan on putting in the list of courts you gave me. My question is, at that point, do we make that the list users live with and they can't add courts on the fly anymore?

CC: DSS.BUIS(PRESOCKIN),

5.1.15 Notices to Payment Reconciliation

From: Carol Kraklan
To: DSS.BUIS(CORKWELLB)
Subject: - notice to pymt recon -Reply

The Notice of Voluntary Release letter that is printed if there is a commitment type of 296 is the FIA 716.

The Charge County different from Commit County letter is the FIA-717.

They actually have two different forms numbers although in the specifications I made them one letter with just different text printing out on them depending upon the situation. Forms Management assigned two numbers.

Let me know if you have any other questions.

>>> Bonnie CORKWELL 04/10/99 10:43am >>>

I think this notice may not be quite right - is there suppose to be 2?

Is this how it should be:

If the type of commitment is 296, then send FIA716.

If the commitment county is different from the charged county, then send FIA717

Right now it's one letter and either one or both of the appropriate paragraphs print but the form number is FIA716.

Thanks.

A handwritten signature, possibly reading 'Corkwell', is written in the center of the page.

5.1.16 Three New Codes for Sexual Offenders

From: Carol Slottke
To: KRAKLANC2
Date: 3/7/97 3:08pm
Subject: new offense codes

The new codes for the other three sex registration offenses are:
333 - Accosting/Solicitation of Child for Immoral Purposes
334 - Child/Sexually Abusive Commercial Activity and
335 - Pandering

If only it could all be this easy!

CC: SNYDERK

5.1.17 Offense and Productivity Code for CW 40

From: Carol Slottke
To: JENSENM2
Date: 3/1/99 10:14am
Subject: Offense and Productivity Codes -Reply

Please add court ward (40), but do not add for psi or oti. I ran this by Fred W. and Joann S(training), and there was agreement.

Please let me know if there is a problem of which I am not aware.

CC: DSS2.CFS1(KRAKLANC2),

5.1.18 Offense and Productivity Codes for JJ

MEMORANDUM

To: Nancy Presocki, Manager
SWSS Development Team

Date: March 1, 1999

From: Mary Ann Jensen, Manager
SWSS Policy

Subject: Offense Code and Productivity Code for Juvenile Justice Cases

The Office of Juvenile Justice is changing its policy to require Offense and Productivity Codes for youth with the legal status of Court Ward Delinquent (TG/LS 40). Thus, it is necessary to also require this coding is SWSS. (Please see attached EMail.)

Please let me know if you need additional information. Thank you.

cc: Sue London
Phil Rock
Carol Kraklan
Sue Tomes
Carol Slottke

5.1.19 Removal Conditions – Share?

From: Carol Kraklan
To: DSS.BUIS(CORKWELLB)
Subject: removal conditions -Reply

No, we can not share that information. One child maybe returned home while others remain in care. So these fields will need to be filled in for each child.

>>> Bonnie CORKWELL 02/05/99 03:31pm >>>
Remember me asking about someone's request to share removal conditions with siblings? Well, I started to put the check box on the screen and then started wondering about the family structure questions that show when it's a new episode. First, would it be the same new episode for all companions and second, for this new episode, would the family structure answers be the same?

5.1.20 Calculation of Petition Dates/Types for Converted Cases

MEMORANDUM

To: Nancy Presocki, Manager
SWSS Development Team

Date: January 28, 1999

From: Mary Ann Jensen, ~~Consultant~~
SWSS Policy Staff

Subject: Legal: ACCESS Log # 440

This is in follow-up to our meeting on January 26, 1999 regarding calculation of petition dates and types for converted cases. A calculation is required as order information can not be converted without it and CIS/CSMIS does not contain this information. The calculation will vary based on the legal status of the child.

Target Group/Legal Status 47, 48, and 51: No conversion or calculations. Children with these legal statuses are not wards of a Michigan court. They are children from other states for whom Michigan is providing courtesy supervision (TG's 47 and 48) or they are voluntary placements (TG 51). If the court indicator code is "6" or "7", all entries in Legal are optional.

Target Group/Legal Status 49: No conversion or calculations. These are children from other states for whom Michigan is supervising an adoptive placement. There may or may not be Michigan Court involvement. All entries in Legal are optional.

Target Group/Legal Status 44, 45, 46 and 52:
The **Hearing Date** and **Order Date** are both the Commitment Date recorded on CIS.
The **Order Type** is "9 Commitment".
The **Petition Date** should be calculated as 42 days prior to the Commitment Date recorded on CIS.
The **Petition Type** should be "5 Termination" for TG's 44 and 45, and
"10 Delinquency" for TG's 46 and 52.

Target Group/Legal Status 40, 41, and 42:
The **Hearing Date** and **Order Date** are both the Acceptance Date recorded on CIS.
The **Order Type** is "2 Preliminary".
The **Petition Date** should be calculated as 2 days prior to the Acceptance Date recorded on CIS.
The **Petition Type** should be "1 Initial" for TG's 41 and 42, and
"10 Delinquency" for TG 40.

Target Group/Legal Status 43:
The **Hearing Date** and **Order Date** are both the Acceptance Date recorded on CIS.
The **Order Type** is "19 Order of Supervision".

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5.1.21 Addendum 5

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director
SWSS Project

Date: January 13, 2000

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Legal Module Documentation - Addendum 5

Further discussions with development staff have led to the need to clarify the October 27, 1999, November 12, 1999 and December 9, 15 and 20, 1999 memos on this subject. We believe the following requirements need revision:

27. LE-4.41 requires clarification (the code is already in place).
- Add requirement LE-4.41.1: If this is an Add New or CPS Transfer, or if a new out-of-home placement episode has begun, this question must be asked for the order types specified in LE-4.63.
28. A new requirement is needed: If the legal status is "OTT" or "PSI", removal conditions are not required.

Please let me know if you need additional information.

cc: Carol Kraklan
Sue Doby
Phil Rock
Nancy Presocki

5.1.22 Addendum 6

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director
SWSS Project

Date: March 2, 2000

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Legal Module Documentation - Addendum 6

It is necessary to amend the Legal Module Documentation memos of October 27, 1999, November 12, 1999, December 9, 15 and 20, 1999 and January 13, 2000. After discussions with program, project and development staff, it was noted that the following clarifications are needed:

1. LE-2.3, LE-4.13 and LE-4.20 must include the Dual Legal Statuses of 91 (Permanent Court Ward/Delinquent Court Ward), 93 (Permanent Court Ward/Delinquent Act 150) and 94 (MCI State Ward/Delinquent Court Ward).
2. LE-2.63, LE-2.66, LE-2.67, LE-4.9 and LE-4.9.4 must include the Dual Legal Status of 94 (MCI State Ward/Delinquent Court Ward).
3. LE-4.11 must include the Dual Legal Statuses of 92 (Temporary Court Ward/Delinquent Act 150), 93 (Permanent Court Ward/Delinquent Act 150) and 94 (MCI State Ward/Delinquent Court Ward).
4. LE-4.54 must include the statement "If hearing outcome '23 Other-Specify' is selected, there must be the ability for the user to insert the details."

Please let me know if you need additional information.

cc: Carol Kraklan
Phil Rock
Sue Doby
Nancy Presocki

5.1.23 Addendum 7

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director
SWSS Project

Date: March 9, 2000

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Legal Module Documentation - Addendum 7

It is necessary to amend the Legal Module Documentation memos of October 27, 1999, November 12, 1999, December 9, 15 and 20, 1999, January 13, 2000 and March 2, 2000. After discussions with program, project and development staff, it was noted that the following clarifications are needed:

5. LE-1.2.38.7 should state 'Representative middle *initial*' (not name).
6. LE-2.26 needs a sub-requirement which states "If the order type is 30 (Dismissal of Adoption Petition), an order date must be entered."
7. LE-4.9.3 needs a sub-requirement which states "Allow the entry of Termination of Parental Rights dates without requiring an order type of Termination of Parental Rights on converted Adoption cases."

Please let me know if you need additional information.

cc: Carol Kraklan
Phil Rock
Sue Doby
Nancy Presocki

5.1.24 Addendum 8

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director
SWSS Project

Date: March 14, 2000

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Legal Module Documentation - Addendum 8

It is necessary to amend the Legal Module Documentation memos of October 27, 1999, November 12, 1999, December 9, 15 and 20, 1999, January 13, 2000 and March 2 and 9, 2000. After discussions with program, project and development staff, it was noted that the following clarification is needed:

8. The references to "Dual Wardship" in LE-4.9, LE-4.9.4 and LE-4.13 must be deleted.

Please let me know if you need additional information.

cc: Carol Kraklan
Phil Rock
Sue Doby
Nancy Presocki

5.1.25 Addendum 9

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director
SWSS Project

Date: March 31, 2000

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Legal Module Documentation - Addendum 9

It is necessary to amend the Legal Module Documentation memos of October 27, 1999, November 12, 1999, December 9, 15 and 20, 1999, January 13, 2000 and March 2, 9, and 14, 2000. After discussions with program, project and development staff, it was noted that the following clarifications are needed:

9. LE-4.67 must be moved to an Out of Module requirement. This requirement must be met by the Case Listing Module.
10. Add a new requirement that states “**Legal status and commitment date can only be changed while in corrections mode if a new petition has not been added.**”

Please let me know if you need additional information.

cc: Carol Kraklan
Phil Rock
Sue Doby
Nancy Presocki

5.1.26 Addendum 10

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director
SWSS Project

Date: April 3, 2000

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Legal Module Documentation - Addendum 10

It is necessary to amend the Legal Module Documentation memos of October 27, 1999, November 12, 1999, December 9, 15 and 20, 1999, January 13, 2000 and March 2, 9, 14 and 31, 2000. After discussions with program, project and development staff, it was noted that the following clarification is needed:

LE-1.2.29, LE-4.4, and LE-4.5: The word 'letter' must be changed to memo in these requirements.

Please let me know if you need additional information.

cc: Carol Kraklan
Phil Rock
Sue Doby
Nancy Presocki

5.1.27 Addendum 11

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director
SWSS Project

Date: April 13, 2000

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Legal Module Documentation - Addendum 11

It is necessary to amend the Legal Module Documentation memos of October 27, 1999, November 12, 1999, December 9, 15 and 20, 1999, January 13, 2000, March 2, 9, 14 and 31, 2000 and April 3, 2000. After discussions with program, project and development staff, it was noted that the following clarifications are needed:

LE-2.21 needs a 'sub' requirement which states: "The court report due date must be before the next hearing date."

Please let me know if you need additional information.

cc: Carol Kraklan
Phil Rock
Sue Doby
Nancy Presocki

5.1.28 Addendum 12

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director
SWSS Project

Date: May 25, 2000

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Legal Module Documentation - Addendum 12

It is necessary to amend the Legal Module Documentation memos of October 27, 1999, November 12, 1999, December 9, 15 and 20, 1999, January 13, 2000, March 2, 9, 14 and 31, 2000 and April 3 and 13, 2000. After testing the application and discussions with development staff, it was noted that the following clarifications are needed:

11. Add a new requirement which states: **"If the court indicator code is "3" Criminal Court, the Court of Jurisdiction must be a Circuit Court, Criminal Division."**
12. Add a new requirement which states: **"If the court indicator code is "4" District Court, the Court of Jurisdiction must be a District Court."**
13. Add a new requirement which states: **"If the court indicator code is "5" Joint Court Jurisdiction, there must be two (2) Courts of Jurisdiction entered."**
14. LE-4.16 must be modified to include **"51 Non-Ward (not Delinquent)"**
15. LE-2.2 must be modified to delete ~~"and the eligibility code to 6"~~.
16. A sub-requirement is needed for LE-2.2 **"When the legal status changes to 51 Non-Ward (not Delinquent), the edits for petitions, court orders, court of jurisdiction are no longer required. The information entered previously should remain displayed as this is part of the child's legal history."**
17. LE-2.19, LE-2.24, LE-2.25, LE-2.26, LE-2.27 and LE-2.29 must be modified to include **"51 Non-Ward (not Delinquent)"**.

Please let me know if you need additional information.

cc: Carol Kraklan
Phil Rock
Sue Doby
Nancy Presocki

5.1.29 Addendum 13

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director
SWSS Project

Date: June 2, 2000

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Legal Module Documentation - Addendum 13

It is necessary to amend the Legal Module Documentation memos of October 27, 1999, November 12, 1999, December 9, 15 and 20, 1999, January 13, 2000, March 2, 9, 14 and 31, 2000, April 3 and 13, 2000 and May 25, 2000. After testing the application and discussions with development staff, it was noted that the following clarifications are needed:

18. LE-2.20 must be modified to add: "... required **unless the legal status is Court Ward – Adoptive Supervision (43) or OTI Adoption (49).**"
19. LE-4.17 must be modified to state: ".....14 days to make the referral. ~~if it's not a mandated petition, in which case the user has 45 days to make the referral.~~"
20. LE-4.27 must be modified to state: "If the petition entered is a ~~mandated termination~~.... Adoption; ~~tickler date is 45 days from petition date. If not a mandated petition, than generate a tickler reminding worker to refer to Adoption;~~ tickler date is 14"

Please let me know if you need additional information.

cc: Carol Kraklan
Phil Rock
Sue Doby
Nancy Presocki

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

OK to code
Phil Rock 5/7/2000

OK ml
5-4000

MEMORANDUM

To: Sue London, Director
SWSS Project

Date: April 21, 2000

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Issue: New Federal Regulations

Final rules were recently published by the Federal government for implementation of the Adoption and Safe Families Act (ASFA) of 1997. These rules were effective March 27, 2000 and change the court order determinations regarding 'contrary to the welfare' and 'reasonable efforts'. In addition, Federal law requires that the child be a US citizen or qualified alien to receive Title IVE funding and Medical Assistance. Because of these changes, the FAJ SWSS application will not be in compliance with Federal rules unless the following modifications occur in the Child Information, Legal, FIA-5S and Funding Modules:

Child Information

1. A new screen requirement is needed: CI-1.2 ??? Ability to answer the question "Is the child a US citizen? (y/n)"
 - If the answer is no, ability to answer the question "Is the child qualified alien? (y/n)"
 - If the answer is yes, ability to select the type of qualified alien status.
 - If the answer is no, ability to select non-qualified status.
2. New data elements are needed in order to select the type of qualified alien status from a pick list. These elements are
 - Lawfully admitted for permanent residence (CIS Code B)
 - Granted asylum (CIS Code B)
 - Refugee (CIS Code B)
 - Paroled into the US (CIS Code B)
 - Deportation Withheld (CIS Code G)
 - Granted conditional entry (CIS Code B)
 - Cuban/Haitian entrant (CIS Code C)
3. New data elements are needed in order to select the type of non-qualified alien status from a pick list. These elements are
 - Non-immigrant (CIS Code N)
 - Other aliens (CIS Code N)

(Note: This could be one table in the database. If so, a US citizen is CIS Code A.)

Longest estimate = 40 hrs.

Total time = 81 hrs.

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Legal Module

- bonnie*
1. LE-1.2.25 Ability to answer the question 'Reasonable Efforts' (y/n) This question needs to be split into two questions: 'Reasonable Efforts to Prevent Removal' and 'Reasonable Efforts to Finalize the Permanency Plan'.
 2. LE-4.41 The question 'Judicial Determination Concerning Child's Welfare?', is asked only once. ~~Once answered with a 'yes',~~ It doesn't need to be displayed again unless a new removal petition is entered.
 3. LE-4.63 Display the question 'Judicial Determination Concerning Child's Welfare?' when the following order type(s) are entered: **emergency removal order or the preliminary order, if there was no emergency order, is entered.**
 4. LE-4.63.1.1 through LE-4.63.1.6 must be deleted.
 5. LE-4.64 Display the question 'Reasonable Efforts to Prevent Removal' for the first 60 days after the child's removal from his/her own home and placement in an out of home living arrangement for all legal statuses except OTI and PSI if any of the following order type(s) are entered: (delete the remainder of this requirement).
 6. A new requirement is needed between LE-4.64.4 and LE-4.64.5 **Display the question 'Reasonable Efforts to Finalize the Permanency Plan' for all legal statuses except OTI and PSI if any of the following order type(s) are entered:**
 - Disposition (if after 60 days of removal – see LE-4.64)
 - Adjudication and Disposition (if after 60 days of removal – see LE-4.64)
 - Removal Disposition (if after 60 days of removal – see LE-4.64)
 7. LE-4.64.5 Terminate Parental Rights ~~(display the long version and not the short version)~~ **(display the question regarding finalization of permanency plan)**
 8. LE-4.64.6 Commitment ~~(display the long version and not the short version)~~ **(display the question regarding finalization of permanency plan)**

FIA-5S

1. A new requirement is needed 5S-4.1.??? Child's Citizenship status.
2. A new requirement is needed 5S-5.??? 53n. Citizenship Code
3. 5S-3.1.10 needs modification to state 'Scope coverage "1F" **unless the citizenship code is N. If citizenship code is N, scope of coverage is "1E" – 53.i.**
4. 5S-3.1.15 needs modification to state 'Citizenship Code (default to "A") (obtained from Child Information) – 53.n.' (Note: A US citizen is CIS Code A)

Funding

1. A new requirement(s) is (are) needed: Funding must check the Child's Citizenship Status. If this status is "N", there is no Title IVE eligibility (FD-4.11.?). Citizenship status must display on Screen 2 (FD-1.2.2.1.?).
2. FD-1.2.2.3.1 needs to be modified to state "Does the a court order **issued within 60 days of the child's removal from the home** contain a statement that reasonable....."
3. A new requirement is needed: (FD-1.2.2.3.?) Does the court order contain a statement that reasonable efforts are being made to finalize the permanency plan?

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4. FD-1.2.2.3.2 needs to be modified to state "Does the **emergency removal or preliminary** court order contain a statement of judicial determination that continuation in his/her home would be contrary to his/her welfare ~~or does the order reference MCL 712A.1(2)?~~"
5. FD-4.11 must be modified to add at the end ".....**citizenship status.**"
6. FD-4.11.2.3.1 must be modified to state "The court order types are 1, 2, 4, ~~5, 6, 7.~~"
7. The FIA-350 is being modified; thus, FD-5.1.20 must be changed to state "5. Has a court order been issued within the past twelve months containing the finding that reasonable efforts are being made to finalize the permanency plan?" Yes or no option provided.
8. FD-5.1.20.1.1 through FD-5.1.20.1.7 can be deleted.
9. FD-5.1.21 can be deleted.
10. FD-5.3.17 must have a sub-requirement: If the child is not a citizen or a qualified alien, s/he is not eligible for Title IVE funding. The above question must prefill with 'no'.
11. FD-5.3.53 must be modified to state "~~The dispositional~~ **A court order issued within 60 days of the child's removal from the home** contains a statement Answered using 'Yes' or 'No' and ~~'Not Applicable'~~ check boxes.
12. FD-5.3.54 must be modified to state "~~..... or does the court order reference MCL 712A.1(2)~~ **included in the emergency removal or preliminary court order?**....."

Please let me know if you need additional information.

cc: Carol Kraklan
Sue Doby
Phil Rock
Nancy Presocki

"We Strengthen Individuals and Families Through Mutual Respect and Mutual Responsibility."

5.1.30 Addendum 1

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director
SWSS Project

Date: May 9, 2000

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Issue: New Federal Regulations - Addendum 1

The following is to clarify the April 21, 2000 memo on New Federal Regulations. It is in response to questions raised by the development staff.

Child Information

1. Citizenship/qualified alien status must be determined for all children in the foster care, juvenile justice and adoption programs except for OTI's and PSI's.

Legal Module

1. LE-4.20 must be deleted.
2. LE-4.20.1 must be deleted.

Please let me know if you need additional information.

cc: Carol Kraklan
Sue Doby
Phil Rock
Nancy Presocki

5.1.31 Addendum 14

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director
SWSS Project

Date: June 22, 2000

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Legal Module Documentation - Addendum 14

It is necessary to amend the Legal Module Documentation memos of October 27, 1999, November 12, 1999, December 9, 15 and 20, 1999, January 13, 2000, March 2, 9, 14 and 31, 2000, April 3 and 13, 2000, May 25, 2000 and June 2, 2000. After testing the application (SER #476) and discussions with development staff, it was noted that the following clarification is needed:

21. LE-4.35.1 must be modified to add: “....current placement **and education record**....”

Please let me know if you need additional information.

cc: Carol Kraklan
Phil Rock
Sue Doby
Nancy Presocki

5.1.32 Memo - Addendum 15

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director
SWSS Project

Date: July 20, 2000

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Legal Module Documentation - Addendum 15

It is necessary to amend the Legal Module Documentation memos of October 27, 1999, November 12, 1999, December 9, 15 and 20, 1999, January 13, 2000, March 2, 9, 14 and 31, 2000, April 3 and 13, 2000, May 25, 2000 and June 2 and 22, 2000. After testing the application (SER #198 and SER #608) and discussions with development staff, it was noted that the following clarifications are needed:

- 22. LE-2.72 must be modified to add: **"The court indicator code and the court of jurisdiction type (e.g. family, criminal, probate) must agree. The....."** (SER #198)
- 23. LE-4.53 must be modified to state "Removal conditions can ~~not~~ be shared....." (SER #608).

Please let me know if you need additional information.

cc: Carol Kraklan
Phil Rock
Sue Doby
Nancy Presocki

5.1.33 Memo - Addendum 16

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director
SWSS Project

Date: July 27, 2000

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Legal Module Documentation - Addendum 16

It is necessary to amend the Legal Module Documentation memos of October 27, 1999, November 12, 1999, December 9, 15 and 20, 1999, January 13, 2000, March 2, 9, 14 and 31, 2000, April 3 and 13, 2000, May 25, 2000, June 2 and 22, 2000 and July 20, 2000. After testing the application (SER #690) and discussions with development staff, it was noted that the following clarification is needed:

24. Add a new requirement: LE-?.? "A petition type '7' – Emancipation can not be entered unless the child is at least 16 years of age."

Please let me know if you need additional information.

cc: Carol Kraklan
Phil Rock
Sue Doby
Nancy Presocki

5.1.34 Addendum 17

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director
SWSS Project

Date: September 13, 2000

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Legal Module Documentation - Addendum 17

It is necessary to amend the Legal Module Documentation memos of October 27, 1999, November 12, 1999, December 9, 15 and 20, 1999, January 13, 2000, March 2, 9, 14 and 31, 2000, April 3 and 13, 2000, May 25, 2000, June 2 and 22, 2000 and July 20 and 27, 2000. After testing the application (SER's #946, #963, #970, #1003, #1138 and #1146) and discussions with development staff, it was noted that the following clarifications are needed:

25. LE-4.44 must be modified to state "...Anyone marked as legal parent **or emergency contact** in the database....."
26. LE-4.60.1 must be deleted.
27. LE-4.64 through LE-4.64.11 is confusing as written. They need to be rewritten as follows:
 - LE-4.64 **For Add New and PS transfer cases, activate** the question "Reasonable Efforts to Prevent Removal" **if it has not already been answered 'yes' and the hearing date** is within the first 60 days after the child's removal from his/her own home and placement in an out of home living arrangement for all legal statuses except OTI and PSI if any of the following order type(s) are entered:
 - LE-4.64.1 Preliminary
 - LE-4.64.2 Adjudication
 - LE-4.64.3 Disposition
 - LE-4.64.4 Adjudication and Disposition
 - LE-4.64.5 Removal Disposition
 - LE-4.64.6 Terminate Parental Rights
 - LE-4.64.7 Commitment
 - LE-4.64.8 Other
 - LE-4.64.9 through LE4.64.11 must be deleted.
28. LE-4.70 through LE-4.70.? is confusing as written. These need to be rewritten as follows:

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LE-4.70 **Activate** the question "Reasonable Efforts to Finalize the Permanency Plan" **for any hearing that is more than 60 days after the child's removal from his/her own home** for all legal statuses except OTI and PSI if any of the following order type(s) are entered:

- LE-4.70.1 Disposition
- LE-4.70.2 Adjudication and Disposition
- LE-4.70.3 Removal Disposition
- LE-4.70.4 Terminate Parental Rights
- LE-4.70.5 Commitment
- LE-4.70.6 Review Hearing
- LE-4.70.7 Permanency Planning
- LE-4.70.8 Escalation
- LE-4.70.9 De-escalation
- LE-4.70.10 Best Interest – Out of State
- LE-4.70.11 Other

29. Add a new requirement LE-4.71(?) For Add New and PS Transfer cases, if the Judicial Determination question was answered 'no' for the emergency removal/preliminary order, the answer can only be changed if the user is in the Corrections mode.
30. Add a sub-requirement to LE-4.71(?).1 This question will be answered in Funding for Converted cases.
31. Add a new requirement LE-4.72(?) For Add New and PS Transfer cases, if the Reasonable Efforts to Prevent Removal question was not answered 'yes' for an order resulting from a hearing held within 60 days (see LE-4.64 above), the answer must be set at 'no'.
32. Add a sub-requirement to LE-4.72(?).1 This pre-set answer can only be changed if the user is in the Corrections mode.
33. Add a sub-requirement to LE-4.72(?).2 This question will be answered in Funding for Converted cases.
34. LE-4.27 must be modified to say "If the petition entered is a termination petition **or a mandated petition**,....."
35. LE-4.17 must be modified to say "When **a mandated petition or** a petition type of"
36. Add the designation of "District Court" to the data elements list referenced in LE-1.2.3.
37. MARE out of module requirement MR-3.8.1 must be moved to a Legal in module requirement "A tickler to initiate the MARE process must appear 90 days after the State Ward Commitment date or the Permanent Ward Acceptance date if the case is supervised by FIA."
38. LE-4.34.6 must be modified to say "Close MA. **A message must be displayed which states 'Since the child is being placed in an adoptive home, Medicaid will be closed. Do you want to continue?' (Yes or No boxes).**"
39. Add a new requirement LE-4.34.14(?) If an active payment authorization exists, the user must go to the Payment Module and close the authorization before the adoptive placement activities can be completed.
40. LE-3.6 and LE-3.6.1 must be moved from Out of Module (LE-3.) to In Module (LE-4.)
41. The following Out of Module requirements can be deleted. These are contained in the appropriate modules.

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LE-3.1 through LE-3.1.2 LE-3.2 through LE-3.2.4
LE-3.3 through LE-3.3.4 LE-3.7 through LE-3.7.2
LE-3.8 through LE-3.8.1.8 LE-3.9 through LE-3.9.1

15. LE-3.4 through LE-3.4.2 must be moved to the FIA-5S Module.

Please let me know if you need additional information.

cc: Carol Kraklan
Phil Rock/Jean Beckley
Sue Doby
Beth Dean

5.1.35 Addendum 18

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director
SWSS Project

Date: November 9, 2000

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Legal Module Documentation - Addendum 18

It is necessary to amend the Legal Module Documentation memos of October 27, 1999, November 12, 1999, December 9, 15 and 20, 1999, January 13, 2000, March 2, 9, 14 and 31, 2000, April 3 and 13, 2000, May 25, 2000, June 2 and 22, 2000, July 20 and 27, 2000 and September 13, 2000. After testing the application (SER #'s 705, 1480, 1500, 1733, 1734, 1926, 1955 and 2457) and discussions with development staff, it was noted that the following clarifications are needed:

1. LE-4.9.3.1 must be modified to state "~~Allow~~**Require**....."
2. LE-5.1.1.8 must be modified to delete "...code."
3. LE-5.1.1.9 must be modified to delete "...code."
4. Add a sub-requirement to LE-1.2.34 (or where ever is more appropriate) The answers to the questions on Judicial Determination, Reasonable Efforts to Prevent Removal, Reasonable Efforts to Finalize the Permanency Plan and Specify Placement are not to be shared with companion cases.
5. Add a new requirement LE-2.?? A legal status of 41 (permanent court ward) or 44 (MCI ward) can not be changed to 42 (temporary court ward) unless the user is in corrections mode.
6. Add a new requirement: If the Legal Status is 46 (Act 150 Delinquent State Ward) and the case is a Registered Add New, prior court information must be obtained. Display a "Prior Court Activity" box with the following questions: Date Removed from Home: _____, Removal Order Date: _____, Judicial Determination Concerning Child's Welfare Finding [Yes] [No], Reasonable Efforts to Prevent Removal Finding – Hearing Date _____, [Yes] [No]. Include the following statement in this box "This information is needed to assist in determining the appropriate funding source."
7. Add a sub-requirement to #5 above: If the user is changing the legal status from 50 (PSI) to 40 (delinquent court ward) or 46 (Act 150 Delinquent State ward), the "Prior Court Activity" box must display.
8. Add a new requirement: If the user is adding a new petition, the following information must be obtained: Was the child/youth in out of home care at the time of this petition? [yes] [no]. If the answer is no, Is this the beginning of a new out of home placement episode? [yes] [no]. If the answer is yes, implement the requirements contained in LE-2.40, LE-4.41, LE-4.63, and LE-4.64.

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9. The Offense Code drop down list must include the following new codes:

<u>MCL</u>	<u>Offense Code</u>	<u>Offense Type</u>
750.158	204	Sodomy
750.338	208	Gross Indecency between males
750.338a	208	Gross Indecency between females
750.350	109	Leading, taking or enticing away a child under 14

Please let me know if you need additional information.

cc: Carol Kraklan
Sue Doby
Beth Dean

5.1.36 Field Level Help Messages

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director
SWSS Project

Date: July 19, 2000

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Legal Module Status Bar/Field Level Help Messages

During focussed testing of the application, it was noted that the legal status bar help messages did not conform with the Section 7 documentation (SER #116). In the following instances, the message in the application is much clearer than the documentation. Thus, we are requesting that the documentation be updated as follows:

Field: (supplemental street address)	Message: Enter supplemental address, if applicable .
Field: Removal Conditions – specific fields	Message: All removal condition fields should say Select if applicable
Field: Court Indicator Code	Message: Select the
Field: Court of Jurisdiction	Message: Select the
Field: Docket #	Message: Enter the
Field: (supplemental Court of ...)	Message:information, if applicable .
Field: Petition Type	Message: Select the
Field: Hearing Date	Message: Enter the
Field: Order Date	Message:signed the order.
Field: Order Type/Action	Message: Select thetype /action
Fields: 2 (supplemental Order....)	Message: Select supplemental order type /action , if applicable .
Field: Date Parental Mother...	Message:terminated or mother died (MM/DD/YYYY)
Field: Date Parental Father...	Message:terminated or father died (MM/DD/YYYY)
Field: Do you wish toAdoption – No	Message:case will not.....
Field: Court Report Due	Message:date the court.....

Please let me know if you need additional information.

cc: Carol Kraklan
Sue Doby

Phil Rock
Nancy Presocki

5.1.37 Addendum 20

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director
SWSS Project

Date: January 8, 2001

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Legal Module Documentation - Addendum 20

It is necessary to amend the Legal Module Documentation memos of October 27, 1999, November 12, 1999, December 9, 15 and 20, 1999, January 13, 2000, March 2, 9, 14 and 31, 2000, April 3 and 13, 2000, May 25, 2000, June 2 and 22, 2000, July 20 and 27, 2000, September 13, 2000, November 9, 2000 and December 20, 2000. After testing the application (SER #'s 2152, 2495, 3002, and 3021) and discussions with development staff, it was noted that the following clarifications are needed:

1. Add a new requirement: If the legal status changes, the user must be taken to the Placement Section to update the fund source. (SER #2152)
2. LE-2.26, LE-2.27 and LE-2.29 must be modified to state "...unless petition type is **"Relinquishment"**, "Termination"..." (SER #3021)
3. LE-2.45 must be modified to state "... has been entered, **and the petition entered is not a mandated petition.**" (SER #3002)
4. Three new Help messages are needed to support the changes on the Representative Information Screen. (SER #2495) These are
Accept Representative Information button: **Accept existing information on the representative.**
Update Representative Information button: **Update the existing information on the representative.**
Add New Representative: **Add a new representative to the database.**

Please let me know if you need additional information.

cc: Carol Kraklan
Sue Doby
Beth Dean

5.1.38 Addendum 19

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director
SWSS Project

Date: December 20, 2000

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Legal Module Documentation - Addendum 19

It is necessary to amend the Legal Module Documentation memos of October 27, 1999, November 12, 1999, December 9, 15 and 20, 1999, January 13, 2000, March 2, 9, 14 and 31, 2000, April 3 and 13, 2000, May 25, 2000, June 2 and 22, 2000, July 20 and 27, 2000, September 13, 2000 and November 9, 2000. After testing the application (SER # 2903) and discussions with development staff, it was noted that the following clarification is needed:

5. Add a new requirement: Legal information cannot be deleted on a closed case.

Please let me know if you need additional information.

cc: Carol Kraklan
Sue Doby
Beth Dean

5.1.39 Addendum 21

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director
SWSS Project

Date: January 23, 2001

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Legal Module Documentation - Addendum 21

It is necessary to amend the Legal Module Documentation memos of October 27, 1999, November 12, 1999, December 9, 15 and 20, 1999, January 13, 2000, March 2, 9, 14 and 31, 2000, April 3 and 13, 2000, May 25, 2000, June 2 and 22, 2000, July 20 and 27, 2000, September 13, 2000, November 9, 2000, December 20, 2000 and January 8, 2001. After testing the application (SER #3092) and discussions with development staff, it was noted that the following clarification is needed:

1. LE-2.14 must be deleted.

Please let me know if you need additional information.

cc: Carol Kraklan
Sue Doby
Beth Dean

5.1.40 Addendum 22

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director
SWSS Project

Date: January 29, 2001

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Legal Module Documentation - Addendum 22

It is necessary to amend the Legal Module Documentation memos of October 27, 1999, November 12, 1999, December 9, 15 and 20, 1999, January 13, 2000, March 2, 9, 14 and 31, 2000, April 3 and 13, 2000, May 25, 2000, June 2 and 22, 2000, July 20 and 27, 2000, September 13, 2000, November 9, 2000, December 20, 2000 and January 8 and 23, 2001. After testing the application (SER #'s 2316, 2496, 3224 and 3228) and discussions with development staff, it was noted that the following clarifications are needed:

2. Add a new requirement: LE-4.34.? All ticklers established in the foster care case with future dates must be deleted.
3. Add a new requirement: LE-4.34.7.? Establish a new tickler for opening the adoption case.
4. Add a new requirement: Create an Adoption Referral (Adopt Ref) tickler to notify the adoption supervisor of the referral from the CFC worker.
5. Add a new requirement: LE-4.41.? If the case is a dual legal status case, the answer to this question is to be brought over from the closed CFC case unless a new out-of-home placement episode has begun. (See LE-4.41.3)
6. Add a new requirement: LE-4.64.? If the case is a dual legal status case, the answer to this question is to be brought over from the closed CFC case unless a new out-of-home placement episode has begun. (See LE-4.64.1)
7. Add a new requirement: LE-4.10.? If a legal record is created from a companion's case and new answers to these questions are required do not prefill those answers.

Please let me know if you need additional information.

cc: Carol Kraklan
Sue Doby
Beth Dean
Vicki Weller

5.1.41 Addendum 23

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director
SWSS Project

Date: January 30, 2001

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Legal Module Documentation - Addendum 23

It is necessary to amend the Legal Module Documentation memos of October 27, 1999, November 12, 1999, December 9, 15 and 20, 1999, January 13, 2000, March 2, 9, 14 and 31, 2000, April 3 and 13, 2000, May 25, 2000, June 2 and 22, 2000, July 20 and 27, 2000, September 13, 2000, November 9, 2000, December 20, 2000 and January 8, 23 and 29, 2001. After testing the application (SER # 3228) and discussions with development staff, it was noted that the following clarification is needed:

8. Add a new requirement: Create an Adoption Referral email to notify the adoption supervisor of the referral from the CFC worker.

Please let me know if you need additional information.

cc: Carol Kraklan
Sue Doby
Beth Dean
Vicki Weller

5.1.42 Addendum 24

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director
SWSS Project

Date: February 9, 2001

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Legal Module Documentation - Addendum 24

It is necessary to amend the Legal Module Documentation memos of October 27, 1999, November 12, 1999, December 9, 15 and 20, 1999, January 13, 2000, March 2, 9, 14 and 31, 2000, April 3 and 13, 2000, May 25, 2000, June 2 and 22, 2000, July 20 and 27, 2000, September 13, 2000, November 9, 2000, December 20, 2000 and January 8, 23, 29 and 30, 2001. After testing the application (SER # 3320) and discussions with development staff, it was noted that the following clarification is needed:

9. Add a new requirement: When closing the Foster Care case and establishing the adoption case, check to assure the foster care case number and client ID number have been entered. Do not allow user to complete this transfer if these numbers have not been entered.

Please let me know if you need additional information.

cc: Carol Kraklan
Sue Doby
Beth Dean
Vicki Weller

5.1.43 Addendum 25

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director
SWSS Project

Date: February 15, 2001

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Legal Module Documentation - Addendum 25

It is necessary to amend the Legal Module Documentation memos of October 27, 1999, November 12, 1999, December 9, 15 and 20, 1999, January 13, 2000, March 2, 9, 14 and 31, 2000, April 3 and 13, 2000, May 25, 2000, June 2 and 22, 2000, July 20 and 27, 2000, September 13, 2000, November 9, 2000, December 20, 2000, January 8, 23, 29 and 30, 2001 and February 9, 2001. After testing the application (SER # 3356) and discussions with development staff, it was noted that the following clarification is needed:

- 10.** Add a new requirement: If reasonable efforts to prevent removal finding is not made at a hearing within 60 days of removal, establish a "tickler" at 60 days to remind the worker to either add the necessary order or do a funding redetermination.
- 11.** Add a sub-requirement: Tickler can be deleted when appropriate order added or funding redetermination completed.
- 12.** Add a sub-requirement: Overdue tickler is to be forwarded to the supervisor.

Please let me know if you need additional information.

cc: Carol Kraklan
Sue Doby
Beth Dean
Vicki Weller

5.1.44 Addendum 26

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director
SWSS Project

Date: February 16, 2001

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Legal Module Documentation - Addendum 26

It is necessary to amend the Legal Module Documentation memos of October 27, 1999, November 12, 1999, December 9, 15 and 20, 1999, January 13, 2000, March 2, 9, 14 and 31, 2000, April 3 and 13, 2000, May 25, 2000, June 2 and 22, 2000, July 20 and 27, 2000, September 13, 2000, November 9, 2000, December 20, 2000, January 8, 23, 29 and 30, 2001 and February 9 and 15, 2001. After testing the application (SER # 3368) and discussions with development staff, it was noted that the following clarification is needed:

- 13.** Add a new requirement: For a converted case, check the new episode indicator and if the child case has not been removed from his/her family for 60 days, activate the reasonable efforts to prevent removal question.
- 14.** Add a sub-requirement: In this situation, the normal rules regarding this question apply.

Please let me know if you need additional information.

cc: Carol Kraklan
Sue Doby
Beth Dean
Vicki Weller

5.1.45 Addendum 27

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director
SWSS Project

Date: April 16, 2001

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Legal Module Documentation - Addendum 27

It is necessary to amend the Legal Module Documentation memos of October 27, 1999, November 12, 1999, December 9, 15 and 20, 1999, January 13, 2000, March 2, 9, 14 and 31, 2000, April 3 and 13, 2000, May 25, 2000, June 2 and 22, 2000, July 20 and 27, 2000, September 13, 2000, November 9, 2000, December 20, 2000, January 8, 23, 29 and 30, 2001 and February 9, 15 and 16, 2001. After testing the application (SER # 3661) and discussions with development staff, it was noted that the following clarification is needed:

15. Add a new requirement: When the new episode indicator is checked 'yes', review the Placement Section to determine if the current placement is out of home.
16. Add a sub-requirement: If the current placement is own home (LA 01, 03, 22), display a message sending the user to Placement to update the placement information.
17. Add a sub-requirement: The Legal Section cannot be completed until the Placement Section is updated.

Please let me know if you need additional information.

cc: Carol Kraklan
Sue Doby
Beth Dean
Vicki Weller

www.michigan.gov

STATE OF MICHIGAN
**Department of
Human
Services**

Memo

Tel: 517 373 2084
Fax: 517 335-6177

To: Daniel Klodt, Manager
Services Area, DIT
Date: 4/14/2005
From: Mary Ann Jensen, Consultant
SWSS FAJ Policy
Children's Services
Subject: Changes to Legal Module Requirements for CWCMS - Addendum 1

Based on testing in Saginaw on April 11 and 12, 2005, it is necessary to amend the user requirements for the Legal Module. The following requirements must be added:

1. Add a new requirement to LE-4.85: LE-4.85.2 The compelling reasons question is to be displayed if the legal status is 42, 45, 90 or 92 and one of the sub-requirements applies.
2. Add a sub-requirement to LE-4.85.2: LE-4.85.2.1 The petition is a termination or a mandated petition, OR
3. Add a sub-requirement to LE-4.85.2: LE-4.85.2.2 The Federal Goal (in the Child Information Module) is **not** placement with relative (7), return home (8), adoption (10), termination of parental rights (11) or maintain placement with parent(s) (13).

cc: Mary Somma
Patty Whitlock
Vicki Weller

www.michigan.gov

STATE OF MICHIGAN
**Department of
Human
Services**

Memo

Tel: 517 373 2084
Fax: 517 335-6177

To: Daniel Klodt, Manager
Services Area, DIT
Date: 06/27/2005
From: Mary Ann Jensen, Consultant
SWSS FAJ Policy
Children's Services
Subject: Changes to Legal Module Requirements for CWCMS - Addendum 2

Based on the Saginaw Pilot and discussions with local office staff, it is necessary to amend the user requirements for the Legal Module. The following requirement must be added:

4. Add a new requirement to Next Hearing Information: Next Hearing Date estimated? Yes/No

cc: Mary Somma
Patty Whitlock
Vicki Weller

www.michigan.gov

STATE OF MICHIGAN
**Department of
Human
Services**

Memo

Tel: 517 373 2084
Fax: 517 335-6177

To: Daniel Klodt, Manager
Services Area, DIT
Date: 06/29/2005
From: Mary Ann Jensen, Consultant
SWSS FAJ Policy
Children's Services
Subject: Changes to Legal Module Requirements for CWCMS - Addendum 3

Based on the Saginaw Pilot and discussions with local office staff regarding issues of sharing CMS information between companionated and decompañionated cases, it is necessary to amend the user requirements for the Legal Module. The following requirements must be deleted or modified:

5. LE-2.52.2 must be deleted: All companion cases must be active and assigned by the adoption unit.
6. LE-2.52.3 must be deleted: All companion cases must have the same secondary worker or the companion group must be modified.
7. LE-2.80 must be modified: When dismissing the termination petition for one child and there are companions, ~~if one or more of the companions has had his/her legal status changed to 41 or 44, the companion group must be modified~~ **the dismissal cannot be shared. It must be entered for each individual case.**

cc: Mary Somma
Patty Whitlock
Vicki Weller

www.michigan.gov

STATE OF MICHIGAN
**Department of
Human
Services**

Memo

Tel: 517 373 2084
Fax: 517 335-6177

To: Daniel Klodt, Manager
Services Area, DIT
Date: 08/15/2005
From: Mary Ann Jensen, Consultant
SWSS FAJ Policy
Children's Services
Subject: Changes to Legal Module Requirements for CWCMS - Addendum 4

Based on the Saginaw Pilot and discussions with local office staff, it is necessary to amend the user requirements for the Legal Module. The following requirement must be added:

8. Add an additional sub-requirement to LE-4.85: LE-4.85.3 The compelling reasons question is not to be displayed if the petition is not a termination or a mandated petition and the child has not been in out of home care for 15 of the last 22 months.

cc: Mary Somma
Patty Whitlock
Vicki Weller

12 OUTSTANDING ISSUES

The following items require a decision or some direction from Policy staff:

- 1 Conversion issue for legal status "Permanent Court Ward" – order type "Preliminary" is being converted in. This is causing a problem in gathering the other data elements needed for legal status "Permanent Court Ward".
ANSWER: ORDER TYPE MUST BE TERMINATE PARENTAL RIGHTS. (Conversion Issue...)
- 2 For disrupted adoption cases, does the CFC case go to an unregistered or registered state. Companionation can only be done at registration time so if the case must be re-companionated, it would have to be in an unregistered state.
- 3 4.43 – REALLY?? Don't we need to know who the bio parents/relatives were.
ANSWER: YES, we do. We make the status inactive and remove the legal relationship.
- 4 Review to ensure that OTI and PSI requirements for Legal are reflected within.
- 5 LE-4.1 For dual legal statuses "Court Ward Adoption Sup-43/Delinquent Court Ward-40" and "Court Ward Adoption Sup-43/Delinquent Court Ward-40", both the JJ and Adoption case can be open at the same. NOTE: not in first release.

13 ATTACHMENTS

A: List of SWSS Module Prefixes